

COUNCIL ROCK SCHOOL DISTRICT
Administration & Business Office
30 North Chancellor Street
Newtown, PA 18940
215-944-1000

August, 2022

To Whom It May Concern:

Attached are instructions and proposal sheets covering the requirements for **Lab Stools and Four Station Mobile Workbenches Bid #22-37** to be used within the Council Rock School District, Bucks County, Pennsylvania for the school year **2022-2023**. Please **email** your bid proposal documents to: **bids@crsd.org** **on or before 10:00 AM August 29, 2022**. Physical copies of the bid may also be sent to: Donna Heverly, Bid# 22-37, Purchasing Department, Council Rock School District, 30 N Chancellor Street, Newtown, PA 18940.

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. Andrew Sanko, Title IX and Section 504 Coordinator, at Council Rock Administration Offices, 30 North Chancellor Street Newtown, PA 18940. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons contact Charles Lambert, Director of Special Services.

Sincerely,

Robert W. Reinhart
Business Administration

RWR/dh

COUNCIL ROCK SCHOOL DISTRICT
30 North Chancellor Street
Newtown, PA 18940

1. Bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidders' risk.
2. Bidder shall furnish the information required by the Bid Form. The person signing the bid must initial erasures or other changes. Bid must be signed by an authorized officer or agent of the bidding company together with proof of corporate authority and the corporate seal affixed on the appropriate page of these specifications.
3. Bids must be typewritten or printed legibly with ink and must be signed by the vendor on the enclosed proposal form. Unsigned bids will not be considered.
4. Bidders submitting a signed Proposal Form, bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Pennsylvania or United States law.
5. The member, officer, or employee of the bidder, who makes the final decision on prices, as attached, must execute the Non-Collusion Affidavit, and the amount quoted on the bid.
6. No pre-bid meeting will take place for this bid.
7. Bids and modifications or withdrawals thereof received after the time set for opening same will not be considered.
8. The vendor shall bring to the attention of the district any discrepancies or omissions noted on the specifications and all pertinent documents.
9. **Unit Prices for each unit bid shall be shown and such price shall include all packing and shipping costs.**
10. **When an item is bid that is not exactly as specified**, the brand name and catalog number shall be given and the description of the item must appear in the vendors catalog under the brand name and catalog specified. **A copy of the vendor's catalog must be included with the bid.** It is the responsibility of the vendor to demonstrate the compliance of the said item.
11. All supplies and/or equipment shall be considered manufacturers' minimum standard warranty unless otherwise agreed to in writing.
12. Purchase commitments by the District will be made via a properly drawn and issued purchase order.
13. The School District will accept **deliveries of supplies** during the weekdays, Monday through Friday. **Deliveries will be scheduled in advance.** No deliveries shall be made on Saturdays or Sundays.
14. Council Rock School District reserves the right to return damaged, defective, or materials shipped in error, at the vendor's cost, for exchange or credit within (30) working days of receipt of such materials.
15. The contract to furnish the supplies will be awarded to the responsible bidder whose bid, conforming to these instructions, will be most advantageous to Council Rock School District, price and other factors considered.

- 16. The Board of Directors of the Council Rock School District reserves the right to make award by items, classes, groups of items or as a whole, to reject any or all bids and to waive technicalities or formalities in their execution and filling if deemed advantageous for the Council Rock School District. The School Board also reserves the right to reject any or all material furnished which, in their opinion, is not in strict compliance and conformity with the requirements of the specifications. The bidder, at his own expense must remove and replace any article so rejected by the Board.

- 17. If this Bid or any portion thereof is accepted within one hundred twenty (120) calendar days from the date of opening, the successful bidder agrees to furnish all of the items upon which prices are quoted, at the price set opposite each item, delivered to the building which will be designated on the Award of Bid and Purchase Orders, with the time specified.

- 18. The Board of Directors may award to more than one vendor if it is in the best interest of Council Rock School District.**

- 19. The award of contract and purchase order to the successful bidder shall be deemed to result in a binding contract. **Bid tabulations and awarded items will be posted to the district website www.crsd.org approximately on or before 4 weeks after the bid opening date. Please check the website www.crsd.org; Bid Information Tab; under Expired Bids.**

- 20. **Contact Purchasing Office bids@crsd.org for further inquiries before the due date of bid. All inquiries MUST be via email –PHONE CALLS NOT ACCEPTED.**

- 21. Prices are to remain valid until December 31, 2022.**

By:

Signature

Name of Firm

Address of Firm

City State Zipcode

Email/Phone/Fax

AFFIX CORPORATE SEAL

Attest

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. SS 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 is unlawful and may be subject to criminal prosecution. The person who signed 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 the 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 _____ : s.s.

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 Firm)

representations are material and important, and will be relied on by Council Rock School District in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Council Rock School District of the true facts relating to the submission for this contract.

(Names and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

Of _____, 2016.

Notary Public
My Commission Expires _____

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type.
See Specific Instructions on page 3.

1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
2	Business name/disregarded entity name, if different from above			
3	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. Other (see instructions) ▶ _____		4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5	Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
6	City, state, and ZIP code			
7	List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

COUNCIL ROCK SCHOOL DISTRICT

VENDOR INFORMATION FORM

TAX ID#, EIN or Social Security Number:

Company Name:

Company Billing Address (Remit to):

Send Purchase Orders to:

Company Web Address:

Phone Number (sales,accounts
receivable, or customer service):

Fax Number (sales,accounts receivable,
or customer service):

E-mail address (sales,accounts
receivable, or customer service):

Electronic Funds Transfer (EFT):

YES NO

Bank Name and Address for EFT:

Routing Number for EFT:

Bank Account Number for EFT:

Bank Account Type for EFT:

Checking Account
 Savings Account

Signature:

Printed Name:

Title:

**Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940
Lab Stools and Four Station Mobile Workbenches Bid #22-37**

SPECIFICATIONS:

The workbench will be used by high school students in a variety of settings, particularly for Family Consumer Science Sewing Classes. The large work surface will support multiple students working at one workstation while providing storage. The stools will be used for the most part with the workbenches.

LAB STOOLS

- **Quantity: 60 (Sixty)**
- **Color: Gray**
- **Depth: 14-15" D**
- **Width: 14-15"W**
- **Height: Approx. 18" H**
- **Weight: 8-12 lbs.**
- **Frame: 18 gauge tubular steel with coating; welded footring attached to each leg.**
- **Seat Diameter: Approx. 14"**
- **Seat Height: 18-24"**
- **Seat Material: Masonite/Fiberboard**
- **Assembly: Assembled**
- **Warranty: 10-15 Years**

MOBILE WORKBENCH

- **Quantity: 10 (Ten)**
- **Four Station Workbench without Vises (must be able to store four (4) sewing machines)**
- **Two (2) Locking Cabinets each side**
- **Top: 2 ¼" Solid Maple/Butcher Block**
- **Base: Maple or Heavy-Gauge Steel (Optional based on Manufacturer Model)**
- **Cabinet Dimensions (Approx.) (Optional based on Manufacturer Model):**
 - **Width: 20" (Minimum)**
 - **Depth: 14" (Minimum)**
 - **Height: 18" Per Shelf if not adjustable**
 - **Split Shelving/Pass through cabinet on two sides –open to shelving/open space**
- **Overall Dimensions (Approx.) (Optional based on Manufacturer Model):**
 - **Width: 64"-72"**
 - **Depth: 54"- 60"**
 - **Height: 30"- 38"**
- **Portable- Four (4) Heavy (or more according to size) Duty all Locking Swivel Castors**

ADDITIONAL INFORMATION:

- **Items to be shipped to the High Schools listed below:**
 - Council Rock High School North, 62 Swamp Road, Newtown, PA 18940
 - Council Rock High School South, 2002 Rock Way, Holland, PA 18966
- Receiving docks are located at each high school.
- **All bids must include Warranty, Damage/Return Policy, and any other Conditions or Exceptions not listed in the Specifications.**

(End of Specifications)

**Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940
Lab Stools and Four Station Mobile Workbenches Bid #22-37**

PROPOSAL

COMPANY NAME: _____

Bidders please initial and acknowledge:

_____ Bidders may bid on one or more items.

_____ Bidders may submit more than one bid for each item.

_____ Bid price includes all freight and handling charges.

_____ Manufacturer Specifications: Each bidder is required to submit bid form with complete specifications and manufacturer brochures including warranty, damage/return policy, and any other exceptions for each item bid.

_____ Pricing must remain in effect until December 31, 2022.

_____ Stools are to be shipped assembled.

Indicate assembly needed for Workstations: Yes _____ No _____

If assembly needed, indicate total charge for Assembly and Installation to include both ship to locations (Price of bid to include all freight and handling fees):

Approximate time of delivery upon receipt of purchase order: _____

Authorized Signature

Position with Firm

Name of Firm

Affix Corporate Seal

Address of Firm

Attest:

City State Zip Code

Telephone Number Fax Number

Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940
Lab Stools and Four Station Mobile Workbenches Bid #22-37

BID PROPOSAL

COMPANY NAME: _____

<u>Item #1:</u> <u>Lab Stools</u>	<u>MFR & Brand</u>	<u>Quantity (60)</u>	<u>Unit Cost</u>	<u>Total Cost</u>
<u>Additional Bids for Lab Stools:</u>				

<u>Item #2:</u> <u>Mobile Workbench</u>	<u>MFR & Brand</u>	<u>Quantity (10)</u>	<u>Unit Cost</u>	<u>Total Cost</u>
<u>Additional Bids for Mobile Workbench:</u>				

(End of proposal)