

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

July, 2020

Prospective Bidders:

Attached herewith are instructions and proposal sheets covering the requirements for **Maintenance Carpentry Supply Bid** to be used within the Council Rock School District, Bucks County, Pennsylvania during the school year **2020-2021**. Please submit one (1)-completed electronic copy (pdf format) of your bid proposal clearly marked "**Sealed Bid – Maintenance Carpentry Supply Bid #20-26**" on or before **11:00 AM Thursday, July 23, 2020** and electronically submit it to (**do not submit hard copies**):

Tom Crow	tcrow@crsd.org
Donna Heverly	dheverly@crsd.org

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability in its activities, programs, contracts or employment practices.

For information regarding civil rights or grievance procedures, contact Dr. Robert Fraser 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 or disabled persons, contact Charles Lambert, Director of Special Services.

Notwithstanding anything contained herein expressly or implicitly to the contrary, the Council Rock School District reserves the right to reject any or all bid proposals submitted in response hereto. By submitting a bid proposal hereunder, a bidder acknowledges that this invitation for bid proposals does not constitute an offer to contract and, further, that no agreement between the Council Rock School District and any bidder shall be formed until and unless such agreement is reduced to a writing dated subsequent to the submission deadline for bids and in a form substantially similar to the Independent Contractor Agreement set forth below and signed by the President of the Board of the Council Rock School District.

Respectfully,
Council Rock School District

Douglas Taylor

Doug Taylor, Assoc. AIA, AVS
Director of Operational Services

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. **Unit prices for each unit bid shall be shown and such price shall include all packing and shipping costs.**
4. The unit price quoted shall be the net price for each item. If the bidder submits a discount for the award total contract or any part thereof, such discount will not be considered in making the Award of the Contract.
5. In the event no bid is to be submitted, a letter advising the school district of the decision and motive as to whether future bids are desired should be sent.
6. The vendor shall bring to the attention of the district any discrepancies or omissions noted on the specifications and all pertinent documents.
7. The Non-Collusion Affidavit as attached 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.
8. Bids and modifications or withdrawals thereof received after the time set for opening will not be considered.
9. 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.
10. 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.
11. When contract and purchase orders are issued to the successful bidder, the Council Rock School District reserves the right to make an award on any item less than the quantity or more than the quantity bid upon at the unit price offered.
12. 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; Expired Bids.**
13. 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.

14. 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.
15. An addendum may be issued to the bid. Any such addenda will be posted on the web site www.crsd.org. Please check the website periodically for any changes which may have been issued from the release date of the bid.
16. Where samples for specific items are required with the bid, these items are stipulated on the pages of the detailed specifications. If further sampling is deemed necessary, the bidder will be required to furnish the sample upon request. All samples must be plainly marked with the name of the bidder and the item number the sample represents. The bidder must prepay all charges for transportation for such samples, including drayage.
17. **The School District will accept deliveries of supplies during the weekdays, Monday thru Friday, between the hours of 7:00 AM and 10:00 AM. Please schedule delivery beforehand by contacting the Warehouse; 470 S. State Street, Newtown, PA 18940; 215-944-2959 or 215-944-2903. NO DELIVERIES SHALL BE MADE ON SATURDAYS, OR SUNDAYS.**
18. Purchase commitments by the District will be made via a properly drawn and issued purchase order. However, when Award of Contract is made, it will be made in the form of purchase orders for supplies for each of the buildings of the school district.
19. **Delivery may be based on multiple delivery sites within the school district to be made within a specified time after purchase order is received. Back orders are not authorized without prior approval. In the event of an unexpected delay, please email tcrow@crsd.org.**
20. **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.**
21. **Prices are to remain valid until June 30, 2021.**

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 _____, 20__.. My Commission Expires _____
Notary Public

Request for Taxpayer Identification Number and Certification

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

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

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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
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																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				
or																				
Employer identification number																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				

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 ▶

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
Business Administration
30 North Chancellor Street
Newtown, PA 18940
215-944-1040

VENDOR GENERAL INFORMATION FORM

TAX ID# EIN or Social Security # _____

Company Name* _____

Company Billing Address if different from W-9

Phone _____

Fax _____

Web Address _____

Signature _____

Name Printed _____

Title _____

Email Address _____

*Please attach information on any/all companies doing business under this Tax ID#

Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940

Maintenance Carpentry Supply Bid #20-26

Bid Proposal

COMPANY NAME: _____

Note: Bidder may bid on all items or one category. Council Rock School District reserves the right to award the bid by category or as a whole most advantageous to the District.

<u>ITEM NO.</u>	<u>MAINTENANCE CARPENTRY SUPPLIES</u>	<u>MFG.</u>	<u>PART NO.</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
1	<u>CEILING TILE: 1728;</u> 2'x2'; fissured, non- directional ACT	Armstrong	1728	96 Cartons		
2	<u>Ceiling tile: 1729;</u> 2'x4' ; fissured, non- directional ACT	Armstrong	1729	96 Cartons		
3	<u>Ceiling Tile: 466-HG</u> 2' x 2'; fissured, non- directional ACT	Armstrong		24 Cartons		
4	<u>Ceiling Tile: 466-HG</u> 2' x 4'; fissured, non- directional ACT	Armstrong		24 Cartons		
5	<u>SOUTHERN PINE:</u> 2"x4"x 20'			20 Each		
6	Southern Pine: 2"x4"x 16'			20 Each		
7	Southern Pine: 2"x4"x 12'			20 Each		
8	Southern Pine: 2"x4"x 10'			20 Each		
9	Southern Pine: 2"x4"x 8'			80 Each		
10	Southern Pine: 1/2"x 4'x 8' T-111			75 sheets		
11	Southern Pine: 2"x 10"x 10'			24 Each		
12	Southern Pine: 2"x 10x 8'			36 Each		
13	3/4"x 4'x 8' CDX <u>PLYWOOD</u>			36 Each		
14	<u>HARDWARE: LCN</u> #4630			8 Each		

Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940

Maintenance Carpentry Supply Bid #20-26

Bid Proposal

<u>ITEM NO.</u>	<u>MAINTENANCE CARPENTRY SUPPLIES</u>	<u>MFG.</u>	<u>PART NO.</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
15	Hardware: LCN #4640			8 Each		
16	Hardware: LCN #4642	CLOSER FOR AUTOMATIC DOOR OPENING; LEFT HANDED		8 Each		
17	Hardware: LCN #4642	CLOSER FOR AUTOMATIC DOOR OPENING; RIGHT HANDED		8 Each		
18	Hardware: LCN #4110	HEDA; CLOSER ARMS; LH		10 Each		
19	Hardware: LCN #3049	HEDA; CLOSER ARMS;RH		10 Each		
20	Hardware: LCN #4111			10 Each		
21	Hardware: HAGER FULL SURFACE REINFORCEMENT CORNER HINGE			10 Each		
22	Hardware: VON DUPRIN CONCEALED VERTICAL ROD LATCH #9947			12 Sets		
23	Hardware: SCHLAGE EVEREST C146 KEYWAY			4 Boxes		
24	Hardware: SCHLAGE C135 IC CORES 26D			10 Each		

Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940

Maintenance Carpentry Supply Bid #20-26

Bid Proposal

<u>ITEM NO.</u>	<u>MAINTENANCE CARPENTRY SUPPLIES</u>	<u>MFG.</u>	<u>PART NO.</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
25	Hardware #3223 KEY TO LIKE STANDARD SHANK	MASTERLOCK ALL KEYED ALIKE TO 32223 KEY		12 Each		
26	Hardware: #3223 KEY TO LIKE LONG SHANK	MASTERLOCK ALL KEYED ALIKE TO 32223 KEY		12 Each		
					TOTAL AMT.	\$

Delivery Notes:

- Ceiling Tile- Items 1 -4: Delivery will take place as needed in quantities. Shipment to be made within seven (7) days of order.
- Southern Pine and Plywood- Items 5-13: Delivery will take place as needed. Shipment to be made within 48 hours of order.
- Hardware- Items 14-26: Items to be delivered upon award of bid and receipt of purchase order.

ALL INSTRUCTIONS HAVE BEEN REVIEWED AND THE ABOVE ITEMS MEET SPECIFICATIONS:

YES: _____ NO: _____ COMPANY NAME : _____

Any exception may be explained below or on the cover page using letterhead stationery to be attached to your bid.

For any questions, please contact: Donna Heverly dheverly@crsd.org and Tom Crow; tcrow@crsd.org

Council Rock School District
30 N. Chancellor Street
Newtown PA, 18940

Maintenance Carpentry Supply Bid #20-26

Bid Proposal

By:

Signature

Name of Firm

Address of Firm

AFFIX CORPORATE SEAL

City State Zip code

Attest

Telephone Fax

Email Address

(End of Proposal)