

## BIDS WANTED

Notice is hereby given that the Board of Directors of the School District of the City of Allentown will receive sealed bids for furnishing and delivering the following until **10:00 a.m. prevailing time on Monday July 6<sup>th</sup>, 2020.** (Bids will not be considered after 10:00 a.m. on Monday July 6<sup>th</sup>, 2020)

### PAPER, DUPLICATOR 8-1/2" X 11"

Sealed bids will be opened in the first floor board room of the Administration Center, 31 South Penn Street, Allentown, PA, and referred to the Board of Directors for final award/approval. Bidders and other interested parties may attend the bid opening which will be held at **10:00 a.m. prevailing time on Monday July 6<sup>th</sup>, 2020.**

Specifications may be obtained by submitting a "Right to Know" request through district website: [www.allentownsd.org](http://www.allentownsd.org) or by contacting:

Jessenia Perez  
Assistant Manager of Purchasing  
[perezj@allentownsd.org](mailto:perezj@allentownsd.org)  
(484) 765-4021

All bids to be submitted in **sealed** envelopes, plainly marked on the outside – **"BID FOR PAPER, DUPLICATOR 8-1/2" x 11"** - and delivered and/or mailed to the undersigned, Administration Center, Purchasing Department, 31 South Penn Street, P.O. Box 328, Allentown, PA, 18105, before the hour and date above specified.

Bids must be accompanied by a Certified Check and/or Bond, **if required in specifications**, with corporate surety authorized to do business in Pennsylvania.

The Board of Directors reserves the right to reject any or all bids with or without cause.

By Order of the Board of Directors  
School District of the City of Allentown

Josephine Cacace  
Finance Director

**TO BE INSERTED: June 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>  
Allentown "Morning Call"**

## School District of the City of Allentown

### **INSTRUCTIONS & SPECIFICATIONS FOR PAPER, DUPLICATOR 8 -1/2" X 11"**

Sealed bids will be received by Allentown School District, at 31 South Penn Street, Allentown, Pennsylvania, 18105, until 10:00 a.m. prevailing time on **Monday July 6<sup>th</sup>, 2020** at which time bids will be publicly opened and read out loud at the Administration Center for Paper, Duplicator 8-1/2" x 11".

Specifications can be obtained beginning **July 20<sup>th</sup>, 2020** by submitting a "Right to Know" request through district website: [www.allentownsd.org](http://www.allentownsd.org)

The Allentown City School District, reserves the right to amend, accept, or reject any or all bids or portions thereof.

#### **OWNER'S CONTACT**

Jessenia Perez  
Assistant Manager of Purchasing

Phone: (484) 765-4021  
Email: [perezj@allentownsd.org](mailto:perezj@allentownsd.org)

#### **BIDS**

All bids must be submitted on our forms and shall be F.O.B. – Allentown City School District c/o Supply Warehouse. All bids to include all freight/delivery charges, unloading and inside delivery costs to the District's Supply Warehouse. Quantities are approximate and may be slightly increased or decreased on our orders. If a manufacturer's name and/or number is specified, no substitutes will be considered by the School District. If an item that is quoted is not the item requested, suppliers must indicate clearly by affixing a "N/A" behind the item. If the "N/A" is not indicated, the School District will assume that the supplier will provide the listed/required item(s).

**We will not consider any bid with a minimum amount required.**

Inasmuch as the School District is not subject to Federal or State Taxes, bids shall not include these taxes. Every cooperation will be afforded the supplier in securing exemption from Federal or State Taxes on items listed herein.

**EACH BID MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE**, plainly marked on the outside "Bid for Paper, Duplicator 8-1/2" x 11" – and mailed and or delivered to the undersigned at the Administration Center, Purchasing Department, 31 South Penn Street, P.O. Box 328, Allentown, PA, 18105, before the hour above specified.

#### **DELIVERY**

School District commits (via large/quantity purchase orders) to approximate bid quantities. Price of these goods, not subject to increases. Delivery of goods will be initiated by an Allentown School District Purchase Order. Delivery of materials covered by these specifications may be made immediately upon receipt of the District's orders. All palletized deliveries must be pallet-jacked to rear of trailer. A forklift will be available at the District Supply Warehouse for unloading of trailer by a District employee. Delivery may be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday. All quantities are to be delivered to:

Allentown School District Supply Warehouse  
1233 Roth Avenue  
Allentown, PA. 18102

**DELIVERIES SHALL NOT BE MADE BEFORE JULY 1, OF CURRENT YEAR.**

**COMPLIANCE WITH PENNSYLVANIA COMMUNITY & WORKER RIGHT TO KNOW ACT**

All successful bidders must furnish material safety data sheets and products must be labeled to comply with the Pennsylvania Community and Worker Right to Know Act, including the Hazardous Warning Label.

**PAYMENT**

No materials will be paid for until delivered, accepted and billed. Each order is to be billed separately, in duplicate. **PARTIAL SHIPMENTS WILL NOT BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL.** In order to expedite payment of shipped orders, it is suggested that whenever possible, order is to be completed in one shipment and items which would require lengthy back order will be cancelled with appropriate notice of same. **PAYMENT WILL NOT BE MADE BEFORE JULY 1, OF CURRENT YEAR.**

**SAMPLE**

The District reserves the right to order or require a sample for the bids for that item to be considered. **SPECIFY BRAND TO BE SUPPLIED AND SUBMIT SAMPLE CARTON WITH BID**

The School District reserves the right to request any bidder, prior to the award of a contract, to submit materials at bidder's expense to any independent testing laboratory or agency selected by the School District for the purpose of determining whether said materials are of a quality called for by the specifications. Refusal by any bidder to honor such a request, shall be grounds for rejection of bids.

**NON-COLLUSION AFFIDAVIT**

Non-Collusion affidavit, as enclosed, must be completed and submitted with bid for bid to be accepted by District.

**GENERAL CONDITIONS**

Each bid must be a firm bid, subject to **90** days acceptance. Bids submitted on an escalator or similar clause will be rejected. Individual bids shall include all discounts.

The Board of Directors reserves the right to accept the bid or bids of the lowest qualified bidder(s), kind, quality and material being equal; to select a single item from any bid(s); to reject any and all bids; and to waive any omission or informality in any bid.

By Order of the Board of Directors  
School District of the City of Allentown

Josephine Cacace  
Finance Director



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

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 73 P.S. § 1661 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.

**BIDDER'S CERTIFICATE**

Certification is hereby made that the attached bid is submitted

by \_\_\_\_\_

in accordance with and subject to the specifications herein.

\_\_\_\_\_  
(Company/Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
By: \_\_\_\_\_

Fiscal Year: 2020-2021

1	<p><b>Plain Paper, Bond White - 8-1/2" x 11"</b>            Basis Weight 20+/1.0 lbs.            Non-Recycled            Brightness(%/OREF) 92            Acid Content: Acid Free            Laser Guaranteed</p> <p><b>ONLY BID ON PRODUCT MANUFACTURED IN NORTH AMERICA WILL BE ACCEPTED. BRANDS QUOTED MUST BE LISTED IN THE MOST CURRENT EDITION OF THE COMPETITIVE GRADE FINDER. SPECIFY BRAND TO BE SUPPLIED AND SUBMIT SAMPLE CARTON WITH BID</b></p>	<p><b>5040 CARTONS            (6 Truck Loads)            (840 Cases per Truck Load)</b></p>		
		<p><b>BID PRICE FOR 'PAPER' WILL BE A SET PRICE FOR THE TIME PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021. SCHOOL DISTRICT WILL CONTACT VENDOR WHEN SHIPMENTS ARE NEEDED FROM JULY 1, 2020 THROUGH JUNE 30, 2021.</b></p>		

CASES	TRUCK LOADS
840	Shipment 1
840	Shipment 2
840	Shipment 3
840	Shipment 4
840	Shipment 5
840	Shipment 6
<b>5,040</b>	<b>TOTAL CARTONS</b>
x 10	reams per case
<b>50,400</b>	<b>TOTAL REAMS</b>