

## INVITATION TO BID

Sealed bids will be received by Allentown School District, OWNER, until 10:00 a.m. prevailing time **Wednesday, June 12<sup>th</sup>, 2019**, for **General Instructional Supplies**. Specific requirements can be found on the District website at [www.allentownsd.org](http://www.allentownsd.org).

Bids need to be sealed and clearly marked "**General Instructional Supplies**". Mail or hand deliver to the Asst. Manager of Purchasing at the Allentown School District, 31 S. Penn Street, Allentown, PA 18102.

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

By Order of the Board of Directors  
School District of the City of Allentown  
Cynthia Craig-Booher  
Business Manager

## 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 Wednesday, June 12<sup>th</sup>, 2019.** (Bids will not be considered after 10:00 a.m. on Wednesday, June 12<sup>th</sup>, 2019).

### GENERAL INSTRUCTIONAL SUPPLIES

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 Wednesday, June 12<sup>th</sup>, 2019.**

Specifications may be obtained from the district web site ([www.allentownsd.org](http://www.allentownsd.org)) or by contacting:

Jessenia Perez  
Assistant Manager of Purchasing  
(484) 765-4021

All bids to be submitted in **sealed** envelopes, plainly marked on the outside – **“BID FOR GENERAL INSTRUCTIONAL SUPPLIES”** - 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

Cynthia Craig-Booher  
Business Manager

**TO BE INSERTED: May 22<sup>nd</sup>, May 29<sup>th</sup> and June 5<sup>th</sup>  
Allentown “Morning Call”**

**School District of the City of Allentown**

## **INSTRUCTIONS & SPECIFICATIONS FOR GENERAL INSTRUCTIONAL SUPPLY**

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 at which time bids will be publicly opened and read out loud at the Administration Center for **General Instructional Supplies**.

Specifications can be obtained beginning **June 26<sup>th</sup>, 2019** by submitting a "Right to Know" request through district website: [www.allentownsd.org](http://www.allentownsd.org)

The Allentown 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 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 General Instructional Supplies" – 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 bid for that item to be considered.

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

Cynthia Craig-Booher  
Business Manager

NON-COLLUSION AFFIDAVIT

School District of the  
City of Allentown  
Bid Proposal For:

State of \_\_\_\_\_ :  
County of \_\_\_\_\_ : S.S.

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
{TITLE} {NAME OF 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  
{NAME OF MY FIRM}

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 MY FIRM}

representations are material and important, and will be relied on by \_\_\_\_\_  
{NAME OF PUBLIC ENTITY}

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 \_\_\_\_\_  
{NAME OF PUBLIC ENTITY} 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 \_\_\_\_\_

## 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: \_\_\_\_\_

2019-2020 Master Instructional Supply Bid

\*\* Vendors - Include item number on all items for which you are bidding.

	Item Specification	Quantity	ASD Item No.	ITEM #	PRICE
1	Board, Poster 28"x44" WHITE ONLY 14-Ply	100 Sheets	B1200		
2	Board, Railroad - Coated Two Sides, 22" x 28" - 6-Ply (.024)	202 Sheets	B1202 B1208		
3	Brushes, Water Color - Grumbacker #1091, Camel Hair, Seamless Ferrule	208 Brushes	B1211 B1214a		
4	Clips, Binder - Dozen	192 Dozens	A1105b		
5	Clips, Jumbo Paper 100/Box	600 Boxes	A1105a		
6	Crayons, Wax - "Crayola" #33, Jumbo Size Refills, Dozen, NO ALTERNATE	696 Dozens			
	Black - 120		B1223		
	Blue - 72		B1224		
	Brown - 72		B1225		
	Green - 144		B1226		
	Orange - 72		B1227		
	Red - 72		B1228		
	Violet - 72		B1229		
	Yellow - 72		B1230		
7	Crayons, Wax "Crayola" #836, Regular/Standard Size Refills, Dozen, NO ALTERNATE	624 Dozens			
	Green - 120		B1234		
	Violet - 264		B1237		
	White - 240		B1238		
8	Cups, Water Color - White Plastic, 3-1/2" x 1", 3 Dozen/Box	2 Boxes	B1240		
9	Envelopes - Kraft Open End Thumb Cut Env., Buff Color - Size 6" x 9", (Middle & Elementary School - Report Cards) - 100/Box	20 Boxes	A1108		
10	Envelopes Inter-Office, Buff/Brown Kraft, 10" x 13" - Button and String Tie - Large - Print on Both Sides, Ungummed Flap - 100/Box	10 Boxes	C1422		
11	Eraser Caps, Arrowhead Papermate, 144/Box, SUBMIT SAMPLE	40 Boxes	B1240a		
12	Erasers - Papermate "Pink Pearl" ONLY #300, 2" x 3/4" x 3/8" Double Bevel, Smudge Resistant, 36/Box, SUBMIT SAMPLE	144 Boxes	B1244		



	Item Specification	Quantity	ASD Item No.	ITEM #	PRICE
13	Erasers - 5" Black Felt Double Sewed Multi-purpose, (blackboard & dry erase white boards) <b>SUBMIT SAMPLE</b>	400 Erasers	A1109		
14	Fasteners, Paper - Round Head 1# Shank - Size #4, Brass Coated, 100/Box	70 Boxes	A1112		
15	Folders, File - Letter Size - 11 pt. Manila, 100/Box - <b>SUBMIT SAMPLE</b>	430 Boxes			
	<b>1/2 Cut - 180</b>		A1113		
	<b>1/3 Cut - 250</b>		A1114		
16	Glue, All-Purpose Elmer's - #E-1324, 8 oz. - Plastic Squeeze Bottles	1,800 Bottles	B1258		
17	Glue Sticks - Clean, clear, easy to use, permanent. Sticks to paper, cardboard, fabrics and safe for photos. Non-toxic and washable - .28 ounce ELMERS E-554, <b>SUBMIT SAMPLE</b>	11,000 Sticks	B1260		
18	Highlighters - Ticonderoga or Sharpie only, Won't bleed through paper, smear-proof. Use on all papers, including fax and photocopies. Dozen <b>Yellow - 800</b>	800 Dozens			
19	Markers, Dry Erase, Low Odor, Non-Toxic for White Boards - Bold Color, Superior Erasability, Chisel Point, EXPO Brand, <b>SUBMIT SAMPLE</b>	264 Dozens	A1118		
	<b>Blue - 72</b>		A1126		
	<b>Green - 96</b>		A1127		
	<b>Red - 96</b>		A1128		
20	Notebooks, Stenographers, 6" x 9", 80 Leaves White Paper - Gregg Rules, Red Center Line, Top-Bound Spiral Plastic Wire Coil - Hard Board	144 Notebooks	A1130		
21	Notebooks Loose-Leaf (Binders) 1" View, 3-Ring, 8-1/2" x 11", Vinyl Black with Pockets	800 Binders	A1129		
22	Oaktag - "tagboard" 12" x 18" Manila Assorted Heavyweight, 5 Assorted Colors (Blue, Canary, Green, Orange, Pink) (100 Sheets/Pack) 10 Packs MAXIMUM per Carton	85 Packs	A1132		
23	Paint - Acrylic - Liquidtex or Speedball, 75cc/2.5 oz Tube	213 Tubes			
	<b>Burnt Sienna - 15</b>		B1279		
	<b>Nap Crimson - 12</b>		B1280		
	<b>Cad. Orange - 15</b>		B1281		
	<b>Cad. Yellow Light - 15</b>		B1282		
	<b>Phtalo Green - 15</b>		B1283a		
	<b>Warm Black - 30</b>		B1284		
	<b>Perm. Green - 15</b>		B1285		
	<b>Ultramarine Blue - 30</b>		B1286		
	<b>White - 15</b>		B1287		
	<b>Dioxide Purple - 36</b>		B1288		

	Item Specification	Quantity	ASD Item No.	ITEM #	PRICE
	<b>Phthalocyanien Blue - 15</b> Paint, Tempera #1 Grade Plastic NO GLASS, Containers - Colors to be		B1289		
24	Brilliant Opaque, one coat coverage, non-fading, non-bleeding and free flowing, for surfaces including newspaper, cardboard, paper mache, brush, pen and air brush. Must carry "CP" seal on label assuring that it is non-toxic. <b>CRAYOLA/SARGENT OR EQUAL, READY TO USE ONLY, PINT SIZE - ELEMENTARY (12 pts. Per Carton)</b>	324 Pints			
	<b>Black - 36</b>		B1290		
	<b>Blue - 36</b>		B1291		
	<b>Brown - 36</b>		B1292		
	<b>Green - 36</b>		B1293		
	<b>Orange - 36</b>		B1294		
	<b>Red - 36</b>		B1295		
	<b>Violet - 36</b>		B1296		
	<b>Yellow - 36</b>		B1297		
	<b>White - 36</b>		B1298		
25	Paper, Brown Kraft - 36" x 1,000 Ft. Roll - 50 lb., Natural	10 Rolls	B1308		
26	Paper, Construction - 12" x 18" - 80 lb., <b>SUBMIT SAMPLE FOR ALL COLORS, ** Only 100 Sheets per Pack, NO ALTERNATE</b>	1,250 Packs			
	<b>BLACK - 100</b>		B1309		
	<b>BLUE - 100</b>		B1310		
	<b>BROWN - 120</b>		B1311		
	<b>GREEN - 100</b>		B1312		
	<b>ORANGE - 130</b>		B1313		
	<b>PINK - 100</b>		B1314		
	<b>RED - 100</b>		B1315		
	<b>VIOLET - 50</b>		B1316		
	<b>WHITE - 200</b>		B1317		
	<b>YELLOW - 100</b>		B1318		
	<b>ASSORTED (25 Colors x 4) - 150</b>		B1319		
27	Paper, Tissue Art, 12" x 18", 100 Sheets per Pack, 24 Assorted, Colors/Pack, 25 Packs/Carton <b>SUBMIT SAMPLE</b>	50 Packs	B1327		
28	Pencils, Colored, General Pencil Multichrome, Large 4mm Core, Size - 5/16" Diameter, Dozen - <b>NO ALTERNATE</b>	924 Dozens			
	<b>Black #415</b>		A1154		
	<b>True Blue #426-1/2</b>		A1155		

	Item Specification	Quantity	ASD Item No.	ITEM #	PRICE
	Ultramarine Blue #426 60		A1156		
	Hookers Green #431 120		A1159		
	Orange #408 120		A1160		
	Pink #410 100		A1161		
	Red #405 120		A1162		
	Lavender #417 100		A1164		
	Canary Yellow #412 100		A1165		
	Pencils, Latex-free eraser, Nontoxic, Yellow Wood Barrel**Dixon				
29	Orlole #287 or Ticonderoga	7,350 Dozens			
	#2 Degree Lead 7000		A1167		
	#2-1/2 Degree Lead 350		A1168		
30	Pipe Cleaners, 12" Chenille, 4mm, Assorted Colors, 100/Pack	50 Packs	B1345		
31	Plates, Paper 9" Round (100/Pack) for Art Projects	20 Packs	B1346		
32	Post-it Notes, Pads, SUBMIT SAMPLE	1,160 Pads			
	3 x 3 SQUARE YELLOW - 1,160		C1404		
33	Rulers, Elementary Plastic - 12" x 1" - 8ths One, Side and 16th Other Side	144 Rulers	A1175		
34	Scissors - 5" Blunt Stainless Steel Blade, Plastic Soft Grip, Straight Handle. Can be used by right and left handed students. SUBMIT	160 Scissors	B1350		
35	Scissors - 5" Sharp Stainless Steel Blade, Plastic Soft Grip, Straight Handle. Can be used by right and left handed students. SUBMIT	630 Scissors	B1352		
36	Scissors, Safety Plastic, 5-1/2", Blunt Point. SUBMIT SAMPLE	144 Scissors	B1354		
37	Shears, Economy Teacher Heavy-duty, Clip Point, Straight Shears, Chrome Plated with Black Enamel Handles - 9" SUBMIT SAMPLE	70 Shears	A1176		
38	Staples - 1/2" x 1/4", Chiseled Point - 5,000/Box	100 Boxes	A1178		
39	Tacks, Thumb - Steel 3/8" Solid Brass #2, 100/Box	60 Boxes	A1179		
40	Tape, Scotch Highland #5910, Transparent Cellophane, 1" Core - Rolls, NO ALTERNATE	1,365 Rolls			
	1/2" x 1296" - 1075		A1180		
	3/4" x 1296" - 290		A1180a		
41	Tape, Scotch Highland #6200, Invisible, Magic Mending, 3/4" x 1296" -	70 Rolls	D1524		
42	Tape, Masking Tape, 1" x 60 yds., 24 mm Edge, Bulk Packing, 36 Rolls/Cas	1,065 Rolls	A1181		