

SOUTH WESTERN SCHOOL DISTRICT

SPECIFICATIONS

FOR

LAPTOP CASE

**225 Bowman Road
Hanover, PA 17331**

SOUTH WESTERN SCHOOL DISTRICT
225 Bowman Road
Hanover, PA 17331
April 20, 2016

INVITATION TO BID

The South Western School District invites sealed bids for supplying **LAPTOP CASES**. Bids will be received until **2:00 PM** prevailing time on **Tuesday, May 17, 2016**, in the South Western School District Administrative Office, (same address) at which time and place they will be publicly opened and read.

No bidder may withdraw their bid for a period of ninety (90) days after the date of opening of bids.

The Board reserves the right to reject any or all bids and to waive, at its discretion, any irregularities, mistakes, omissions or informalities relative thereto.

Bid requirements and specifications may be obtained from the South Western School District Business Office at the above address or by calling (717) 632-2500 x20110.

SOUTH WESTERN SCHOOL DISTRICT

Jeffrey A. Mummert
Business Administrator/Board Secretary

SOUTH WESTERN SCHOOL DISTRICT

SPECIFICATIONS FOR LAPTOP CASE

April 20, 2016

The Board of School Directors of the South Western School District invites sealed bids on the general category noted above and specific items detailed in the attached documents. General bid conditions are listed below. It is the responsibility of each bidder to read and be aware of the conditions for bidding.

These specifications outline general conditions for bidding. Some items may not be applicable to a specific bid. If you are uncertain an item applies, please contact Mr. Jeffrey A. Mummert, Business Administrator (717-632-2500 x20100) for clarification.

A. GENERAL REQUIREMENTS

1. **Advertisement:** The South Western School District will accept sealed bids for the purpose of purchasing LAPTOP CASES until **2:00 PM prevailing time, Tuesday, May 17, 2016**, at which time they will be publicly opened and read. Specifications and information can be obtained by contacting Mr. Jeffrey A. Mummert, Business Administrator/Board Secretary, 225 Bowman Road, Hanover, PA 17331. Bids must be clearly marked "**LAPTOP CASE BID**", identify the bidder, and be forwarded in a sealed envelope to Mr. Jeffrey A. Mummert, Business Administrator/Board Secretary, at the same address.
2. **Bid Identification:** All bids must be identified as to the nature of contents in the lower left corner of the envelope, such as "**LAPTOP CASE**".
3. **Bidder's Response:** All responses must be typewritten or written in ink and must be clearly identified with any changes or conditions noted.
4. **Signature:** Each bid must be signed in ink by an authorized company representative giving his/her title and date.
5. **Bid Opening:** All bids must be delivered to South Western School District, 225 Bowman Road, Hanover, PA 17331, **prior to 2:00 PM prevailing time, on Tuesday, May 17, 2016**, at which place and time they will be publicly opened and read.
6. **Terms:** For the purposes of these specifications, the term "**Vendor**" shall be the successful bidder or company.
7. **Reservation:** The Board of School Directors of the South Western School District reserves the right to reject any or all bids or parts of bids and may waive any informalities, technicalities, or irregularities, and to negotiate any corresponding escalation or de-escalation of items and/or price.

8. **Right-to-Know**: All bid items that require Right-to-Know information must be accompanied by a Material Safety Data Sheet (MSDS) listing all materials considered hazardous under the law. All items awarded must be properly labeled to conform to the Right-to-Know laws by the successful bidder.
9. **Unit Pricing**: Bids on equipment and supplies must show unit and total prices and where the figures are irreconcilable; awards will be made on the basis of the unit prices. Such prices will be deemed to include all charges whatsoever and the South Western School District shall not be liable for any additional charges other than shown on the bid.
10. **Tax-Exempt**: The South Western School District is exempt from Pennsylvania sales tax and Federal taxes and will complete the appropriate certification upon request. However, there are certain activities that are taxable (refer to the Pennsylvania Sales and Use Tax Law).
11. **Vendor Preferences**: Reference in our specifications to a certain vendor is to ease the bidding process and to establish a minimum standard of quality. This reference does not indicate a preference to that vendor, but provides you an additional reference to ensure your bids are for the proper items.
12. **Bid Bond: (Not required for this bid)** All bids shall be accompanied by a Bid Bond or Certified Check drawn to the order of the South Western School District for ten percent (10%) of the amount of the bid as a guarantee that the bidder will execute a formal contract and furnish a bond as specified should the bidder be awarded the contract. Failure to comply will result in bidder's certified check or bid bond being declared forfeited as liquidated damages and all obligations of the Owner in connection herewith will be cancelled. Certified checks will be returned to the unsuccessful bidders after the awarding of the contract and after the successful bidder has furnished a Performance bond.
13. **Performance Bond and Labor and Material Payment Bond: (Not required for this bid)** The successful bidder must, within ten (10) days of being notified of acceptance of the bid, for any contract exceeding \$10,000, provide a Performance Bond and Labor and Material Payment Bond, each in the amount of one hundred percent (100%) of the contract price, before the award of the contract. (Sections 756 and 757 of the Public School Code of 1949, as amended, and the Public Works Contractors Bond Law of 1967).
14. **No Cash Allowances**: No cash allowances for any purpose are included in the specifications of this project.
15. **Competent Workmen**: For projects with a total cost of \$25,000 or less. According to Section 752 of the Pennsylvania Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics.

No workmen shall be regarded as competent first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such rates of wages and for such hours' work as shall be established and current rates of wages paid for such hours by employers of organized labor in doing of similar work in the district where work is being done.

16. **Discrimination Prohibited:** According to 62 Pa. C. S. A. Section 3701, the contractor agrees:

1. In the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor or any person acting on behalf of the contractor or subcontractor shall by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth who is qualified and available to perform work to which the employment relates.
2. No contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of gender, race, creed or color.
3. The contract may be canceled or terminated by the government agency and all money due or to become due under the contract may be forfeited for a violation of the terms or conditions of that portion of the contract.

17. **Human Relations Act:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that is made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA. Code 49.101.

18. **Standard of Quality:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. Any deviation from these specifications must be documented. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications." A bid containing an alternative, which does not meet the specifications, may be declared non-responsive. A bid containing an alternative may be accepted but, if an award is made to that bidder, the bidder will be required to replace any alternatives, which do not meet the specifications. A South Western School District representative shall be the sole judge in making determinations as to the quality.

19. **Provisions for the Use of Steel and Steel Products Made in the U.S.:** In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder.

In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 144 of 1984 further defines "steel products" to include machinery and equipment. The Act also provides clarifications and penalties.

20. **Asbestos:** No asbestos containing products will be used in the scope of this project.

21. **Compliance with Laws and Agency Mandates:** The Vendor shall be responsible for all costs and compliance with all laws, regulations and permits of local, state and federal governments, PA D.E.R., and the E.P.A. regulations.

The Contractor shall be fully responsible for compliance with construction safety requirements of the PA Department of Labor and Industry and the U.S. Department of Labor Occupational Safety and Health Administration and the rules and provisions relating to the avoidance, use of, handling, and disposal of hazardous materials or waste as promulgated by federal, state, and local governmental entities.

All applicable laws shall be deemed to be part of these specifications and the contract shall be enforced as though they were included.

22. **Procurement of Applicable Building Permit(s): (Not required for this bid)** The Owner shall secure and pay for the building permit(s) if needed.

23. **Insurance Requirements: (Not required for this bid)**

A. Insurance Needed – From signing of the Contract until final payment, the Vendor shall at his expense, purchase and maintain the following insurance in companies properly licensed, having a Best Rating of A or A+, and satisfactory to the Owner. All insurance shall be carried with companies that are financially responsible. If any such insurance is due to expire during the construction period, the Vendor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Owner.

- 1) Workmen’s Compensation, including Occupational Disease, and Employer’s Liability Insurance:
 - a) Statutory – Amounts and coverage as required by Commonwealth of Pennsylvania Workmen’s Compensation laws.
 - b) Employer’s Liability at least \$500,000 each accident; \$500,000 disease policy limits; \$500,000 disease each employee.
- 2) Public Liability including coverage for direct operations, sublet work, personal and advertising injury, bodily injury, property damage with explosion, collapse, and underground hazard coverage (X, C, U) contractual liability, products, and completed operations with limits not less than those states below.
 - a) General Aggregate \$1,000,000
(Other than Products and Completed Operations)
 - b) Products and Completed Operations Aggregate \$1,000,000
 - c) Personal and Advertising Injury \$1,000,000
 - d) Each Occurrence \$1,000,000
- 3) Comprehensive Automobile Liability Insurance including coverage for owned, non-owned, and hired vehicles with limits not less than those stated below.

- a) Bodily Injury and Property Damage Combined \$1,000,000
- 4) Umbrella Liability policy minimum coverage \$1,000,000 each occurrence to override all Comprehensive Liability Policies.
- 5) Include the Owner and, as applicable, the construction manager and the Architect/Engineer, as an additional insured under Contractor's Public Liability and Umbrella Excess Liability Policies.
- 6) Vendor shall submit to the Owner within five (5) days of the award of a contract, an appropriate Certificate of Insurance which certifies that the company is covered by insurance requirements as stated in sections A, 1) – 5) above. A notarized letter shall accompany certificate of Insurance from the Vendor's insurance carrier advising the Owner to what degree the aggregate limit has been impaired. Further, the Vendor fully understands that failure to timely submit the Certificate of Insurance shall give the Owner the option to withdraw the award.
 - a) Vendor's Certificate of Insurance shall be submitted to the Owner on the standard 'Acord' Form.
 - b) The Vendor shall require the Insurance Company to modify the cancellation reporting policy (as written in the lower right-hand of the 'Acord' Form) to read as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail sixty (60) days written notice to the certificate holder named to the left.

B. Owner's Liability Insurance – The Owner shall provide the following kinds of insurance for the project:

1) Owner's Liability

- a) General Aggregate \$2,000,000
(Other than Products and Completed Operations)
- b) Products and Completed Operations Aggregate \$2,000,000
- c) Personal and Advertising Injury \$1,000,000
- d) Each Occurrence \$1,000,000

C. In accord with the provisions of this Article, the Owner hereby notifies the Vendors that the Owner does not intend to carry Property Insurance on construction materials, stored on or off site, or in transit, nor construction equipment stored or in transit.

D. Installation Floater (Builder's Risk) – The Contractor will provide all risk coverage with a deductible not higher than \$1,000, per occurrence. The Owner will not supply coverage for Vendor's equipment and/or tools.

24. **Site Restoration: (Not required for this bid)** Contractor shall be responsible to restore the site to the site's original condition upon completion of the installation work.
25. **Protection of Persons, Property, and Work in Progress: (Not required for this bid)** Vendor shall provide all safety devices, fences, lights, barricades, signs, etc., as required for protection of persons, and temporary wood doors, window covers, locks, barricades, etc., to protect work in progress. No other signs will be permitted on the site.
26. **Use of Property: (Not required for this bid)** Vendor shall limit the use of the property to construction activities in areas designated as required to perform the project. Keep driveways and entrances clear at all times; do not use these areas for parking or storage of materials. Schedule deliveries to minimize requirements of storage of materials.
27. **Tobacco, Alcohol and Drugs:** The South Western School District's official policies prohibit the possession, use, or distribution of alcohol or drugs on school property, and the use of tobacco on school property. Vendors shall ensure that all workmen, delivery persons, inspectors, and subcontractors comply with these Board Policies.
28. **Contact Person(s):** All bidders are **directed to contact Mr. Doug Greenholt, Director of Technology, at (717) 632-2500 x20103** for questions regarding the detailed specifications for the LAPTOP CASE. Questions regarding the general bidding requirements should be directed to Mr. Jeff Mummert, Business Administrator/Board Secretary, at (717) 632-2500 x20100.
29. **Pennsylvania Prevailing Wage Rates: (Not required for this bid)** For projects where the total estimated cost is greater than \$25,000, this regulation and the general Pennsylvania prevailing minimum wage rates (Act 422 of 1961, P.L. 987 amended), as determined by the Secretary of Labor and Industry, which shall be paid for each craft or classification of all workers needed to perform the contract during the anticipated term therefore in the locality in which public work is performed, are part of this specification.
30. **Use of Explosives: (Not required for this bid)** Use of explosives is not permitted.
31. **Compatibility of Work to Existing Conditions: (Not required for this bid)** The Vendor shall be fully responsible that, in an approved manner, each trade shall perform demolition work to any existing building(s) and appurtenances necessary to affect the construction of the new work and to make the various parts fit together with the existing. Trades shall excavate, disconnect, cut, cap-off, patch, and match with new materials as required, all in such a manner as approved by the utility companies, the local codes of enforcement, the Owner, and any and all other authorities having jurisdiction. Replace or repair any damage to surroundings caused by operations under this contract. As the case may be, all furnishings and loose equipment remain the property of the Owner and all other items of demolition (unless noted otherwise) become the property of the contractor, who is responsible for removing the same prior to the completion of this contract.
32. **Pre-qualification of Bidders: (Not required for this bid)** Vendors bidding on this project at the time of the submission of bids shall submit a list of references where similar work has been performed including name and telephone number of a contact person.
33. **Verifying Existing Utilities: (Not required for this bid)** The Vendor must make all contacts necessary to verify location of existing utilities prior to beginning excavation.

34. **Delivery Schedule:** Orders will be placed as soon as possible, and delivered to South Western High School, 200 Bowman Rd, Hanover PA 17331 as stated in the specifications, should be agreed upon with the District, with at least 24 hours prior notice. The vendor must notify Mr. Doug Greenholt, Director of Technology, at ext. 20103, or Mr. Bernie Noel, Network Systems Specialist. at ext. 20106, so that a District representative can be present when the materials are received. All prices shall include delivery for LAPTOP CASES to the designated building. In the event that any of the said articles shall at once be removed and other articles of quality as set forth in the specifications shall be furnished in place hereof at the expense of the successful bidder.
35. **Liquidated Damages:** (Not required for this bid) If the LAPTOP CASES are not delivered by the close of business on **n/a**, liquidated damages will be imposed at the rate of \$0 per day until the installation is complete.
36. **Owners Compliance in Retaining Payments:** (Not required for this bid) If the District intends to retain a percentage of the payments to the contractors throughout the duration of the project as outlined in Act 317 of 1978, the amount and length of time will be noted on the bid document.
37. **Sub-Contracts:** (Not required for this bid) The successful bidder shall not assign, transfer, or sublet bids without prior written approval by South Western School District.
38. **Payment:** Payment shall be approved upon receipt of the invoice and all units and service in a condition acceptable to South Western School District at its sole discretion where said payment has been approved by the Board of School Directors at its regularly scheduled monthly meeting.
39. **Liability:** Vendor will be responsible for any damage to property caused by the Vendor or his agents. Vendor further covenants and agrees to assume and does hereby assume all liability for, and shall and does agree to indemnify and save harmless the School District against any and all loss, costs, suits, claims, charges, or damages, or injuries, torts, or trespasses happening in and about, or in any way incident to, or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense.
40. **Clearances:** (Not Required for this Bid) Act 34 and Act 151 forms (Criminal Background and Child Abuse) must be supplied for all employees scheduled to work on the job site when school is in session.
41. **Bid/Price Dates:** No bidder may withdraw their bid for a period of 90 days after the date set for opening bids.
42. **Samples:** The South Western School District reserves the right to require bidder to ship sample(s) at bidder's expense and to require the bidder to remove sample unit(s) at bidder's expense. The District reserves the right to reject sample(s) as not meeting specifications at its sole discretion

43. **Set up: (Not required for this bid)** Bidders price includes cost of delivery and set up per South Western School District instructions and removal of shipping/packaging materials from South Western School District premises.
44. **Alternates:** Alternates must be clearly indicated on the bid response. If bidding an alternate, a cut sheet must be provided.
45. **Non-Collusion Affidavit:** The enclosed Non-Collusion Affidavit must be executed and submitted with the bid document.
46. **Default:** Failure to conform to bid conditions or contract documents or purchase order shall result in the bidder being required to remove said item and repair or replace at no cost to the South Western School District. If bidder does not correct non-conformance within a specified time by South Western School District, the District has the right to remove and/or replace with items or services from the open market and any costs shall be the responsibility of the bidder.
47. **Site Visit: (Not required for this bid)** The bidder shall be responsible to visit the South Western School District site to acquaint themselves with local conditions at that location so that note can be made of anything that might affect their bids. The bidder shall verify all measurements.
48. **Number of Units to be Ordered:** 700 Units to be ordered immediately upon South Western School District Board of Directors approval.

Please indicate anticipated delivery date based on 06/09/16 order date. _____

(Awarded Items should not be delivered before 07/01/16.)

Authorized Signature

Date

Company Name _____

Contact Person _____

Address _____

Telephone (____) ____-_____

NOTICE TO BIDDERS

The South Western School District will receive sealed bids to provide LAPTOP CASES until 2:00 P.M. local time May 17, 2016. Specifications and bid forms may be obtained at the Administration Office, 225 Bowman Road, Hanover, PA 17331. The Board reserves the right to reject any or all bids and to award a contract, which may be in the best interest of the school district.

Jeffrey A. Mummert, Board Secretary
SOUTH WESTERN SCHOOL DISTRICT

**SOUTH WESTERN SCHOOL DISTRICT
SPECIFICATIONS
LAPTOP CASE**

ITEM #1 – Higher Ground Flak Jacket Plus Notebook Case – QUANTITY: 700 (See page 10, Item #48)

Model: FJ012PLBLK

Features:

- 12" accommodates up to 11.75" x 9.75" x 1.5"
- convenient outside pocket fits adapter and accessories
- secure, sewn-in handles and shoulder strap for easy transport
- superior protection in a compact design
- shock-absorbing, LRPu foam and corrugated plastic stiffeners
- covered with ripstop nylon and made of the finest expedition-grade fabrics

If an alternative laptop case is bid, please provide a demo unit to the district no later than May 27, 2016.

DELIVERY OF LAPTOP CASES SHOULD BE AS FOLLOWS:

**South Western High School
200 Bowman Road
Hanover, PA 17331
ATTN: Doug Greenholt**

SOUTH WESTERN SCHOOL DISTRICT

225 Bowman Road
Hanover, PA 17331

FORM OF PROPOSAL

Gentlemen:

We, the undersigned, herewith propose and agree to furnish to the South Western School District any item or items at the net prices set opposite each item on the attached sheets.

This proposal is subject to all the terms of the Contract Documents which include the Advertisement for Bids, Information to Bidders, General Conditions of the Bid, Special Conditions, if any, the Specifications for the Supplies and/or Materials desired, and we hereby agree to enter into a written contract to furnish such item(s), as may be awarded to us, and to furnish such security as these specifications require.

We understand that the South Western School District reserves the right to reject any or all bids or any portion thereof not deemed satisfactory, or to select single items from any bid.

() ANY SPECIAL CONDITIONS OF THIS BID PROPOSAL MUST BE ATTACHED TO THIS FORM OF PROPOSAL.

The undersigned bidder certifies to having read the Advertisement for Bids, Conditions of Bid or Proposal, Instructions to Bidders, and Specifications, and offers to furnish supplies and/or materials as specified to the School District in exact accordance with these specifications and conditions at the prices stated on the attached forms.

If Bidder is an Individual,

SIGNATURE _____

ADDRESS _____

TELEPHONE _____

If Bidder is an Individual
Trading under a Fictitious
Name, or is a Partnership,
Title

SIGNATURE _____

TRADING AS _____

ADDRESS _____

TELEPHONE _____

If Bidder is a Corporation,
Fill in Corporate Name and
Sign:

NAME _____

ADDRESS _____

SIGNATURE _____

President

SIGNATURE _____

Secretary

SIGNATURE _____

SOUTH WESTERN SCHOOL DISTRICT
225 BOWMAN ROAD
HANOVER, PENNSYLVANIA 17331
PHONE (717) 632-2500

LAPTOP CASE

ITEM BID

COST EACH: _____

TOTAL BID PRICE: _____

Company Name:

Company Address/Phone No:

Company Signature/Title:

(Signature)

(Title)

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

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

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ :
:S.S.
County of _____ :

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
[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
[Name of my firm]
above representations are material and important, and will be relied on by South Western School District 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 South Western School District 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 _____, _____

Notary Public

My Commission Expires:

2785K