

## INVITATION FOR BIDS

The South Western School District invites sealed bids for the purchase of athletic equipment and supplies.

Bids will be opened on **Tuesday, January 12, 2016**, at 2:00 p.m., in the District Administration Office Board Room, located at 225 Bowman Road, Hanover, PA 17331.

All sealed bids must be presented or received by mail, no later than 2:00 p.m. on **Tuesday, January 12, 2016**.

South Western School District  
Attn: Jeffrey A. Mummert, Secretary  
225 Bowman Road  
Hanover, PA 17331

Full instructions to Bidders, General Conditions, Specifications, Form of Bid, and all contract documents required to be used may be obtained at the District Administration Office, 225 Bowman Road, Hanover, PA 17331

The Board reserves the right to reject any or all bids or accept selected items from any bid.

**Jeffrey A. Mummert, Secretary**

**SOUTH WESTERN SCHOOL DISTRICT  
225 Bowman Road  
Hanover, PA 17331**

**BID INSTRUCTIONS AND SPECIFICATIONS**

**ATHLETIC EQUIPMENT and SUPPLIES**

**INSTRUCTIONS TO BIDDERS**

1. Bids are invited on the attached lists of athletic equipment and supplies for the South Western School District, Hanover, PA 17331.
2. All bids are to be delivered to Jeffrey A. Mummert, Secretary/Business Administrator, South Western School District, 225 Bowman Road, Hanover, PA 17331. All sealed bids must be presented or received by mail no later than 2:00 p.m. on **Tuesday, January 12, 2016**. Bids will be opened on **Tuesday, January 12, 2016** at 2:00 p.m. in the District Administration Office Board Room located at 225 Bowman Road, Hanover, PA.
3. All bids shall be submitted in sealed envelopes clearly identifying the type of bid.
4. Where articles are specified by name, **NO SUBSTITUTIONS WILL BE ACCEPTABLE.**
5. Samples may be submitted at the discretion of the bidder, or required upon request by the School District.
6. Bids shall show both unit and total prices. Should figures be irreconcilable, the unit price and the number of units shall govern and awards made on this basis.

Bid figures shall include permit fees, inspection fees, and **all charges including inside delivery at the destination** called for in these specifications. The School District will complete Federal Excise Tax Exemption Certificates when furnished by the vendor. The School District is exempt from State Sales Taxes under exemption number 76-67640-1.

7. Deliveries should be made at the destination called for no later than February 29, 2016, unless otherwise agreed. All deliveries shall be inside deliveries and completed between the hours of 8:00 AM and 3:00 PM Monday through Friday inclusive unless otherwise specified. Successful bidder must give the School District forty-eight (48) hours prior notice of shipment.
8. All deliveries must be shipped prepaid. Payment will be made as soon as possible following receipt of merchandise.
9. The Athletic Director reserves the right to reject any or all bids and to accept the bid which appears to be in the best interests of the Athletic Department.
10. Bidders must complete and return non-collusion affidavit for bid to be considered.
11. Clearances: All bidders will be required to complete and submit the attached **Contractor Certification form** to demonstrate compliance with state laws regarding criminal background checks, child abuse recognition and reporting training, and employment history reviews.

SOUTH WESTERN SCHOOL DISTRICT  
225 Bowman Road  
Hanover, PA 17331

***CONDITIONS OF BID OR PROPOSAL***

I. GENERAL CONDITIONS

1. Local Conditions: All deliveries shall be made as ordered, and bidders shall acquaint themselves with local conditions where delivery is to take place so that note can be made of anything that might affect their bids.
2. Invoicing: Invoices shall be sent to the Athletic Dept. Office of the School District. Separate invoices shall be rendered for each delivery, and a copy of the delivery ticket signed by an authorized school district representative must accompany each invoice. **DUPLICATE INVOICES ARE REQUIRED.**
3. If any bidder finds discrepancies in, or is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, he shall at once submit to the School District a written request for an interpretation thereof. Bidder submitting the request shall be responsible for its prompt delivery.

II. LEGAL CONDITIONS

1. 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, as well as the Proposal, Agreement and Bonds, shall be collectively known and designated as the "Contract Documents" and together shall form the Contract.
2. No bidder may withdraw his bid for a period of 90 days after the date set for the opening thereof.
3. The School District reserves the right to waive any formalities or reject any or all bids or portions thereof. The School District is referred to as the owner in this bid request.
4. No rights shall accrue to any person submitting a bid or proposal until such bid has been accepted, contract awarded, and the contract finally and completely executed in writing by duly authorized officers of the School District.
5. Supplier will be responsible for any damage to property caused by Supplier or his agents. Supplier 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 arising from injuries sustained by mechanics, laborers, workmen, or by any person or persons, whatsoever, to their persons or property, whether employed in and about the said work or otherwise, by reason of any accidents, 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, and agrees to carry the usual Property Damage and Liability Insurance and to furnish certificates therefore, when required by the School District.

## II. LEGAL CONDITIONS (CONT)

- 6. Bidder must complete and return non-collusion affidavit for bid to be considered.**

## III. BID CONDITIONS

1. Specifications and samples for alternate bid items must accompany the sealed bid and be delivered to the South Western School District, Attention: Jeffrey A. Mummert, Secretary, 225 Bowman Road, Hanover, Pennsylvania 17331. Failure to submit required specifications and samples may disqualify the bid. All samples must be marked with the bid item number. Samples will not be returned unless requested in original bid. The School District assumes no responsibility for the return of samples or for damages in testing samples.
2. The School District may conduct any tests of supplies and/or the materials to determine whether the samples furnished meet the requirements as determined by the Board.
3. The bidder agrees, if awarded the contract, to furnish and deliver the specified products at such times, at such places and in such quantities as herein specified, and that all of the products shall be subject to inspection and approval. In the event that any of the said products shall be rejected as unsuitable or not in conformity with these specifications, such products of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.
4. In the event that the successful bidder shall neglect or refuse to furnish and deliver the said articles or any part thereof as provided in these specifications or to replace any which are rejected as stated in the preceding paragraph, the School District is authorized and empowered to purchase articles in conformity with this contract from such party or parties in such quantities and in such manner as it shall select at the expense of the successful bidder, or to cancel this contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.
5. The bidder agrees that if the contract is awarded to him, he will not assign, transfer or sublet it, unless specific permission to do so is requested in writing by the bidder, and granted in writing by the South Western School District.

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.**

Continued

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

***ATHLETIC EQUIPMENT AND SUPPLIES***

**Company Name**

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**Total Bid Price**

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Check One:

Complete Bid: \_\_\_\_\_

Partial Bid: \_\_\_\_\_

SOUTH WESTERN ATHLETIC SPRING BIDS - 2015							
	QUAN	ITEM DESCRIPTION		UNIT COST	TOTAL	COMPANY	
1	1 bag	MF #4638 3/16" Needle Spikes / 100 per bag	track				
2	6	Black Aluminum Relay Batons	track				
3	2	Accusplit AX725BK Stopwatch	track				
4	2 boxes	Winchester Super X .32 Caliber (Black Powder) Blanks / 50 box	track				
5	14	Gill Complete Sets of Gill Meet Record Cards and Folders	track				
6	20 boxes	Champro NFHS Baseball / model: CBB-200x	bb				
7	1	Champro "Brute" Pitcher's Safety Screen / 7' x 7'	bb				
8	1	Champro "Brute" Pitchers Safety "L-Screen" / 7' x 7'	bb				
9	2	Legend Bating Cage T	bb				
10	2	Easton MLF5 Fungo Bat / Maple Wood / Color: Clear/Black	bb				
11	3 doz	Worth "Dream Seam" Game Softball / 12" NFHS approved Color" Optic Yellow w/ Red Seams	sb				
12	3	Heavy Duty "waffle bottom" Gym Floor Home Plate	sb				
13	5 doz	9" Wiffle Ball (baseball size) / Color: yellow	sb				
14	60	"All-Star" Solid Tube Socks / Color: Black / Size: Adult	sb				
15	9	Rubber Base Plug	sb				
16	2	Bow Net Big Mouth Screen	sb				
17	4	Schutt Replacement Tube for Batting Tee	sb				
18	3	Jugs Hitting Tee / Heavy Duty Steel Reinforcement Plate, All Steel Main Tube Insert	sb				
19	18	STX 2 Lacrosse Goggles / Color: Blac	glax				
20	2 cases	NOCSAE/NFHS Stamped Lacrosse Game Balls / Color: Yellow / 120 case	glax				



	QUAN	ITEM DESCRIPTION		UNIT COST	TOTAL	COMPANY
21	1 set	12" Speed Hurdles (set of six)	glax			
22	1	Speed Ladder	glax			
23	2 packs	Kwik Goal Small Disc Cones / Color: Red / 25 per pack	glax			
24	1 set	Kwik Goal Dome Cones / Set of 36	glax			
25	1	Kwik Goal Disc Cone Carrier	glax			
26	1	Speed Ring Set	glax			
27	1	STX Bucket Ball Bag	glax			
28	15	Under Armour ColdGear Mock / Color: Black / Sizes 5 S, 5 M, 5 L UA1215968	glax			
29	15	Nike Pro Compression 5 inch Short / Color: Black / Sizes: 6 S, 6M, 3L	glax			
30	2	Laxworld Official NFHS Men's Lacrosse Socorebook	blax			
31	2 cases	NOCSAE/NFHS Mens Lacrosse Balls / Color: White / 120 per case	blax			
32	2	Brine Laxworld Official NFHS Mens' Lacrosse Scorebook	blax			
33	6	Cascade CPX-R (customizable) Mens' Lacrosse Helmet Chrome Mask, Black Shell, Silver Visor, and Silver Chin Guard	blax			
34	2	Lacrosse Game Nets / 3mm / super Heavy Duty	blax			
35	9	Champro Helmet Scrimmage Caps	blax			
36	5 cases	Penn Championship "Extra Duty" Tennis Balls / Color: Yellow	bten			

**EXHIBIT A**

**CONTRACTOR CERTIFICATION**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Contractor agrees to have its employees obtain background checks and complete child abuse recognition and reporting training in accordance with South Western School District's ("District") policies.

1. In accordance with Act 126 of 2012 and District policy, all employees of Contractor who have the possibility of direct contact with District students must complete the mandatory child abuse recognition and reporting training as required by 24 P.S. § 12-1205.6. Contractor will maintain verification showing completion of the training on file and will provide a copy of the verification to District if requested.
2. In accordance with Act 34 of 1985, Act 151 of 1994, Act 114 of 2006, recent amendments to the Child Protective Services Law, and District policy, all employees of Contractor who have the possibility of direct contact with students must complete the mandatory background checks, including a criminal background check and child abuse clearance. New background checks and clearances must be obtained every three years in a manner consistent with the Child Protective Services Law. Contractor will maintain copies of all background checks on file and will be provided copies of the background checks to District if requested.
3. In accordance with Act 168 of 2014, Contractor shall conduct employment history reviews as required by 24 P.S. § 1-111.1 for all employees of Contractor who have the possibility of direct contact with students. The employment history review shall be performed either at the time of the initial hiring of the employee or prior to the assignment of an existing employee to perform work for the District. Contractor will maintain records documenting employment history reviews for all employees as required by 24 P.S. § 1-111.1 and shall provide the District with access to such records if requested.

Contractor acknowledges that failure to comply with this Certification and the District's background check and child abuse training policies is cause for immediate termination of the \_\_\_\_\_ Agreement.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## 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.

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[Name and Company Position]

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_,

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Notary Public

My Commission Expires:

2785K