

BID NO. 1011	DATE OF BID OPENING June 17, 2019	TIME OF BIDS DUE 9:00 a.m. EDT	INSURANCE REQUIREMENTS Liability See General Terms & Conditions
BID ITEM Classroom Emergency Preparedness Go-kits			
AMOUNT OF BID SURETY N/A	PERFORMANCE BOND N/A	CONTRACT PERIOD OR DATE DELIVERY REQUIRED Upon signed PO	
CONTACT PERSON David Marshall (dmarshall@csc.csiu.org)			PHONE 717-763-1661, ext. 113
DEPT. Central Susquehanna Intermediate Unit/Center for Schools and Communities			

INVITATION TO BID

Pursuant to Board Policy 610 of the Central Susquehanna Intermediate Unit (CSIU), sealed proposals will be received by the Center for Schools and Communities (CSC) at its office located at, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011 for furnishing the commodities and/or services listed above. A public bid opening will be held on June 17, 2019 at 10:00 a.m. at the CSC office.

AFFIRMATION OF BIDDER

The undersigned bidder affirms and declares:

- 1) That this contract proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the General terms & Conditions, Bid Specifications and Bid Proposal which are made a part of the contract.
- 2) That should any part of this proposal be accepted in writing by the Purchasing Agent within thirty (30) calendar days from the date of bid opening, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the Specifications.
- 3) That this proposal is covered by surety in the following form as checked. (See Amount of Bid Surety above if required)
 - Proposal Bond Cashiers Check Certified Check Enclosed in the amount of \$_____

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to the town agency or agencies named at the prices bid herein.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
Company Name		Doing Business As (Trade Name)		
Business Address		City	State	Zip Code
Signature of Person Authorized to Sign This Bid		Title	Date	
Print Name of Signer		Phone	Fax	
Further information and references on any individual or company placing a bid may be required by the CSIU/CSC prior to the awarding of a bid.				

This Form Must Be Signed & Returned

General Instructions:

Proposals are to be:

- * **Submitted in duplicate unless otherwise indicated in the specifications.**
- * Submitted using the blank proposal forms furnished.
- * Submitted in a sealed envelope with the bidder's name and address in the upper left-hand corner and the bid number clearly marked in the center of the envelope.
- * Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.
- * Proposals received later than the time and date specified will not be considered.
- * Amendments to or withdrawal proposals received later than the time and date set for the opening will not be considered.
- * CSIU/CSC reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.
- * In addition the CSIU/CSC reserves the right to correct an award erroneously made as a result of a clerical error on the part of the school system.

TO ALL PROSPECTIVE BIDDERS:

The CSIU/CSC would appreciate your assistance in making a careful study of the specifications and proposal for the purpose of offering suggestion as to contract period, quantities, purchasing terms, detailed specifications, trade customs, etc., which you believe to be for the best interest of the CSIU/CSC.

If possible, we would like to have your suggestions or comments prior to the date of bid opening indicated in the bid invitation. In replying, will you kindly refer to the bid number. If your suggestions become a part of the final bid we will provide addendum to all prospective bidders who register for the bid.

In the event you are unable to submit a proposal against this bid, we would appreciate your advising this office to that effect.

BID PROPOSAL

The undersigned _____,

doing business in the City/Town of _____, _____ submits herewith, in conformity with the general terms and conditions and specifications for the above mentioned public bid, the following proposal for:

Unit Price per kit: \$ _____

Unit Price written form: _____.

Total Sum of 1000 kits: \$ _____

Sum amount written form: _____.

Alternate 1 – Logo: \$ _____

Alternate 1 - Logo amount written form: \$ _____

Kits will be delivered within _____ days after receipt of order.

Company Name	Date	Phone	
Address	City	State	Zip Code
Name (Print)	Title		
Sign	Receipt Of Addenda Is Acknowledged (If Applicable):		
	No.	Date	No. Date

EXCEPTIONS

The undersigned bidder proposes the following Exceptions to the Specifications for Classroom Emergency Preparedness Go-kits.

Any price change related to the said Exceptions are specifically stated herewith. Supplementary data submitted with the proposal describes the Exceptions in detail.

Exception

Price Change
(Show + or -)

Name (Print)

Phone

Sign

Date

Title

SPECIFICATIONS

For

Classroom Emergency Preparedness Go-kits.

Basis Of Award:

CSIU/CSC intends to award the bid to the responsive and responsible bidder offering the lowest total cost.

Bid Prices:

All bid prices shall:

- * be complete and include all necessary equipment and supplies.

General:

1. All bid prices shall be complete and include all necessary equipment and supplies as follows:

- A medical trauma kit to include at a minimum:
 - 1 tourniquet with locking clip a minimum of 1” x 12” strap
 - Trauma pads (size & qty): _____
 - Gauze Pads (size & qty): _____
 - Bandages & Band-aids various sizes (sizes & qty): _____
 - _____
 - Pressure Dressing roll (size & qty): _____
 - Adhesive tape roll (qty, size & length): _____
 - Gauze wrap roll (qty, size & length): _____
 - Latex-free gloves (size & qty): _____
 - Scissors
 - Antiseptic (qty): _____
 - Other Medical Items: _____
 - _____
- Lighting Source (qty flashlights, glow sticks): _____
- Emergency blanket (size & material): _____
- Water (min. of 3 – 12 oz.): _____
- Tissue packs (qty): _____
- Dust mask(s) (qty): _____
- Plastic Bags heavy duty (size & qty): _____
- Hand sanitizer (qty): _____
- Rain poncho(s) (qty): _____
- Duct tape (size & qty): _____

- Paper towels (qty): _____
- Whistle on lanyard
- Clipboard with tablet and pens
- 1 large safety vest
- Other items: _____
- _____
- Go-kit pack material/size/weight: _____

2. Alternate 1:

- Cost to put logo on pack (per pack cost): _____

GENERAL TERMS AND CONDITIONS

Sealed bids, subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided, will be received by the CSC at its office until June 17, 2019 at 9:00 a.m. as stated in the contract proposal. The sealed bids will be opened and read in public at the CSC office on June 17, 2019 at 10:00 a.m.

- 1) Proposals: **PROPOSALS, TO BE SUBMITTED IN DUPLICATE, MUST BE MADE ON THE BLANK PROPOSAL FORMS FURNISHED AND BE ENCLOSED IN A SEALED ENVELOPE, WITH THE BIDDER'S NAME AND ADDRESS IN THE UPPER LEFT-HAND CORNER.AND THE BID NUMBER IN THE CENTER.**

Bids must be made out and signed in the corporate, or other, name of bidder. In addition, the bid must be fully and properly executed by an authorized person.

Bids received later than the time and date specified will not be considered.

Amendments to or withdrawal of bids received later than the time and date set for the bid opening will not be considered.

- 2) Price: Bid prices will include delivery, F.O.B. destination, without extra compensation.
- 3) Taxes: The school system is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales Tax of the Commonwealth of Pennsylvania. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.
- 4) Award: The CSIU/CSC reserves the right to make an award which, in their judgment and recommendation, following bid evaluations, best meets the specifications and is deemed in the best interest of the school system. The school system reserves the right to increase or decrease all quantities indicated in this bid.
- The CSIU/CSC further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in their judgment, the best interests of the school system will be so served.
- 5) Price Discrepancies:
- In the event there is a discrepancy between the unit price and extended price the unit price will prevail.
- In the event there is a discrepancy between the written price and numeric price the written price will prevail.
- 6) Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the Commonwealth of Pennsylvania.
- 7) Permits (if Applicable):
- It is the responsibility of the successful bidder to obtain all Federal, State and local permits. Any fee(s) for permits issued by the member towns of the region will be added to the bid award if not waived by the town.

8) Bid Bond (If Applicable):

A Certified Check, Cashier's Check or Bid Bond in the amount stated on the contract proposal, made payable to the CSIU, must be submitted with each bid, as a guarantee that in case the contract is awarded, the bidder will execute such contract and furnish satisfactory Performance and Labor and Material Bond if required. Unsuccessful bidders shall be entitled to return of surety where the Agent has required bid deposits. A successful bidder shall forfeit any surety required by the Agent upon failure on his part to enter into a contract within ten (10) days after being notified of the award.

9) Performance, Labor and Material Bond (If Applicable):

To insure the faithful execution of the contract, according to its provisions, the bidder awarded the contract will be required to provide at his own expense, to CSIU, a Performance Bond for the full amount of the contract and also furnish a Labor and Material Bond. The bond must be written by a company licensed to write business in the Commonwealth of Pennsylvania.

10) Stipulations:

A contract issued as a result of this bid shall not be considered exclusive. The purchaser reserves the right to contract with other vendors for similar services if and when deemed appropriate by the purchaser.

The Board of Directors has the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, CSIU/CSC reserves the right to have the repair made by an alternate vendor and subtract the cost of same from the contractor's invoice. The Board of Directors reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

The Board of Directors reserves the right to cancel the contract, at any time, at no cost to the Board. If the right to cancel is for inadequate performance, then the cancellation should be immediate. If the right to cancel is for budget shortages in the line item, then the cancellation should be upon thirty (30) days written notice.