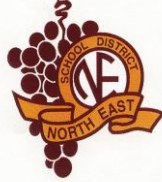


NORTH EAST SCHOOL DISTRICT

Office of the Business Manager
West Wing of the North East Elementary Center
50 East Division Street
North East, Pennsylvania 16428



The North East School District Board of Directors will accept sealed bids for:

2019-2020 CUSTODIAL SUPPLIES

Bids will be received in the Administration Office until
11:00 AM, April 2, 2019
and will be publicly opened at that time.

Number of Bid

Date of Bid

Company Name

Date of Deliveries

Street Address

City/State/Zip

Phone Number

Authorized Signature

Title

TOTAL AMOUNT OF BID

NORTH EAST SCHOOL DISTRICT

Office of the Board Secretary
Administration Wing of the North East Elementary Center
50 East Division Street
North East, Pennsylvania 16428

INSTRUCTIONS TO BIDDERS

I. Receipt and Opening of Bids

Sealed proposals for the furnishing, delivering and installing, where called for, of the services, materials, equipment and supplies, as required by the Board of School Directors, North East School District, Erie County, will be opened by an authorized agent at date, time, and location as designated on bid. The person, firm or corporation making such proposal shall submit it in a sealed envelope addressed to Mr. Jeffrey A. Fox, Office of the Board Secretary, Administration Wing of the North East Elementary Center, 50 East Division Street, North East, PA 16428. The envelope shall be endorsed on its face with the name of the person, firm or corporation making such proposal, the date of its presentation and the title of the service, materials, equipment or supplies for which such proposal is made. The owner reserves the right to reject any or all bids, to consider informal all bids not prepared in accordance with instructions, or to waive any such informalities. Any bid may be withdrawn before the scheduled time for opening bids; after a bid has been opened, it may not be withdrawn.

II. Time for Receiving Bids

Bids received prior to the time of opening will be securely kept unopened. No responsibility will be attached to the School District, or their representatives for the premature opening of a bid not properly addressed and identified. Bids will be opened on the hour and day as designated on the cover of the bid proposal.

III. Award or Rejection of Bids

The contract will be awarded to the lowest responsible bidder complying with all the requirements of the specifications. The Board of School Directors reserves the right to reject any or all bids or any part thereof, and may waive any or all technicalities or informalities. The District may select a single item for any bid, without obligation, or may order more than the quantity specified at the unit price stated in the bid, as may best serve the interest of the District.

IV. Quotation

The bidder shall insert the price per stated unit and the extension against each item in the proposal form for which he proposed to furnish, deliver and install. In the event of a discrepancy between the unit price and the extension, the unit price will govern. All prices must be FOB delivery and shall be firm for a period of sixty (60) days unless otherwise stated on the proposal form. The purchaser will not accept any proposal with escalator clauses, unbalanced or irregular features in accordance with form of proposal.

V. Taxes

No charge will be allowed for Federal, State or Township taxes from which the Board of School Directors is exempt. The price bid shall be net and shall not include the amount of any such taxes. Exemption certificates, if required, will be furnished on forms provided by the bidders.

VI. Standards of Quality, “Or Equal Clauses”

Unless otherwise specified, all materials used for the manufacture or construction of any supplies covered by this bid shall be new and of the best quality and the workmanship shall be of the highest grade.

The use of the name of a manufacturer or of any special brand or make in describing any item in this bid does not restrict bidders to that manufacturer, or specific brand or make; the reference indicates the character or quality of article desired, but articles on which bids are submitted must be equal to those referred to. Bidders offering any article other than the specific make, brand or manufacturer named in this bid must so state in each instance, otherwise, their bids will be considered a being based upon furnishing the specific makes, brand or manufacturer named in this bid.

VII. Samples, Catalogues, Cuts, Etc.

Do not submit samples when none are called for. When bid is based upon furnishing the articles exactly as named in specification as the standard, sample is not required. When bid is based on alternates, a sample may be submitted at the discretion of the bidder, prior to the opening. All samples must be delivered, all charges prepaid, to the Office of the Board Secretary, Administration Wing of the North East Elementary Center, 50 East Division Street, North East, PA 16428, plainly marked to indicate the name of bidder, date of the opening of bid, and article bid upon accompanied by instructions as to returning sample. The right is reserved to retain any sample submitted with bids whenever deemed necessary to do so for the purpose of testing.

VIII. Purchasers Right of Selection

The Board of School Directors reserves the right to accept this bid by items, or as a whole, or, at its discretion reject any and all bids and re-advertise. The Board of School Directors reserves the right to increase or decrease the estimated quantities by not more than 20%. The purchaser reserves the right to reject any and all proposals which do not comply with these specifications.

IX. Delivery

Awarded supplies will be delivered in three equal shipments with the first delivery between August 5th, 2019 and August 23rd, 2019, the second between November 18th, 2019 and November 27th, 2019, and the third delivery between January 20th, 2020 and January 31st, 2020. These shipments are to be arranged with Mr. William Wingerter, Facilities Supervisor.

X. Billing

Each bill shall carry the order number of the Board of Directors and the items shall be listed in the same order as on the purchase order. Bills must be submitted in triplicate. The original and one copy shall be forwarded to the North East School District, 50 East Division Street, North East, PA 16428 and a duplicate copy shall be sent with the material to the various schools at the time of delivery.

Payment will be made only upon final acceptance of the Board of School Directors. Payment cannot be arranged until approximately thirty (30) days after complete delivery of items on a given order.

XI. Errors in Bids

Bidders, or their authorized representative, are expected to fully inform themselves as to the condition, requirements and specifications before submitting bids.

XII. Bid Bond

All bids submitted must be accompanied by a certified or cashier's check drawn upon a duly licensed national or state banking institution or by a bid bond with cooperated surety in the amount of 10% of the amount of the bid to guaranty acceptance of the contract, if awarded. If the successful bidder fails to execute the contract in timely fashion, the deposit by certified or cashier's check or bid bond shall be forfeited to the School District as liquidated damages.

**North East School District
Custodial Bid Sheet 2019 - 2020**

Unit	Item	Qty	Unit Price	Total
Case	Can Liners - Black - Heavy Duty - 44 gal - 23x17x46 - 100/cs - Sample Requested	190		
Case	Paper Towels - Brown - Single Fold - 1-1/2"x10-1/2" - 4000/cs - Sample Requested	55		
Case	Paper Towels - Brown - Rolled - 8"x350' - 12/cs - Sample Requested	290		
Case	Toilet Paper - White - 2 Ply - 500 sheets/roll - 96/cs - Sample Requested	120		
Case	Facial Tissue - White - 100 sheets/box - 30/cs - Sample Requested	90		
Pkg	Vacuum Bags - 10/pkg Power Flite #261PB	40		
Case	Foam Hand Soap - Prolink Optimum #RH220	50		
Each	Micro Fiber Cleaning Cloth - Blue - Sample Requested	85		
Case	Easy Erasing Pad - 3M - #4004CC - Sample of Substitute Requested	25		
Case	Disposable Gloves - Vinyl - Powder Free - MEDIUM - 100/box - 10/cs - Sample Requested	5		
Case	Disposable Gloves - Vinyl - Powder Free - LARGE - 100/box - 10/cs - Sample Requested	10		
Case	Disposable Gloves - Vinyl - Powder Free - X LARGE - 100/box - 10/cs - Sample Requested	5		