

**NORTHERN WESTMORELAND CAREER & TECHNOLOGY CENTER**  
**705 Stevenson Boulevard, New Kensington, PA 15068**

**JOINT OPERATING COMMITTEE**  
**BID CONDITIONS: GENERAL SUPPLIES 2015-2016**

1. Bids must be submitted electronically using CSIU Bidding System. Required legal forms are submitted by mail and will be received at the Business Office of Northern Westmoreland Career & Technology Center until 10:00 a.m. Eastern Standard Time, Tuesday, May 19, 2015.
2. All envelopes containing bid legal documents must be marked " Bid Documents – GENERAL SUPPLIES " and addressed to Northern Westmoreland Career & Technology Center, Attn: Coleen Steim, Business Manager, 705 Stevenson Boulevard, New Kensington, PA 15068.
3. **If a vendor provides a bid for an item that is not the same unit size as noted on the bid (box, package, feet, etc), a detailed written list of the variances must be provided with the submission of the signed documents for the alternate quantity to be considered. If written detail is not provided, all quotes will be evaluated and awarded based upon the quantities originally designated in the bid.**
4. Bids will be rejected unless they are completed electronically and signed documents returned to Northern Westmoreland Career & Technology Center. Also, no terms other than those in this "Bid Conditions" document will be acceptable.
5. In awarding bids, each item shall be considered separately unless otherwise noted.
6. The Joint Operating Committee reserves the right to reject any or all bids, and to accept or reject the bid on any item or group of items. It is understood that each item constitutes a separate bid.
7. All bids shall be effective until September 1, 2015. No bid may be withdrawn before that date.
8. It is understood that the quantities shown for each item are estimates based on the enrollment and needs of the previous school year. This estimated quantity might vary somewhat from the quantity that will be purchased.
9. **The quantity of all goods, materials, supplies, etc. for which bid is made, shall be in strict conformity to the specifications. If an alternative item is bid, the item MUST be specified next to your price on the brand field.** Samples for alternative items will be accepted. In order to receive consideration, samples must be delivered to the Business Manager at the address given above, no later than the time set for the electronic bids.
10. The Joint Operating Committee, by its authorized representative, shall have full power and authority to reject any materials furnished which shall be judged not to be in compliance with specifications or not of good quality, or which are not equal in every respect to the samples submitted or alternative described. The decision of the Joint Operating Committee, by its authorized representative, shall be final, conclusive, and without exception or appeal. All articles so rejected shall be promptly removed from the premises of the Career and Technology Center at the cost of the bidder.

11. All samples submitted by bidders must be plainly marked with the name of the bidder and the item number for that item listed on the bid. If sample items for which contracts are not awarded are to be returned, notification in writing must be made when the bid is submitted. Any cost for returning sample items must be paid by the bidder. The School shall retain samples of items for which purchase orders are awarded if it is considered necessary.
12. Goods are to be delivered to the Northern Westmoreland Career & Technology Center, 705 Stevenson Boulevard, New Kensington, PA 15068. Deliveries will be accepted Monday through Friday from 8:00 a.m. to 2:00 p.m. only. All items are to be delivered on or before September 1, 2015. The school has the option to cancel any purchase order not completed as of this date.
13. All transportation charges (including hazardous fees, if applicable) are to be paid by the bidder and must be included in the cost of the item on the bid.
14. Paper goods must be packed in uniform bundles or cases and the weight of any one case or bundle must not exceed 300 pounds. Except where the quantities are small, a bundle should contain only one kind of paper material. Each bundle or case must be marked plainly as to the contents by name and quantity. Any special marking indicated on the order shall be placed on all bundles or cases.
15. **For items marked “\*NO SUBS”, substitutions from the brand indicated will not be accepted.**
16. For items that are patented, protected by trademark, or designated by the particular name of the maker, the bidder may submit a bid on an item of equal character and quality. Such substitution MUST be indicated on the system and a sample must be submitted.
17. **Bid items are listed in SPECIFIC SINGLE UNIT quantities. Bid prices MUST correlate with those quantities listed. Prices not in conformity with quantity listed will not be considered.**
18. The bidder must prepay all costs of transportation of sample items.
18. **When applicable, MSDS (Materials Safety Data Sheets) must be supplied with items when orders are shipped.**
19. A separate invoice must be issued for each purchase order. Invoices are to be issued only after the purchase order has been completed and all items have been satisfactorily received. Payment will be made within sixty (60) days of receipt of the invoice if all of these conditions have been completed satisfactorily.
20. Quotes for the requested quantities (**PLEASE NOTE THAT BIDS SHOULD BE BY IDENTIFIED QUANTITIES**) and will be accepted in the electronic bidding system **only**.
21. Vendors must submit paper copies of the form of proposal and non-collusion affidavits. Product information must be included in electronic bidding system.

Northern Westmoreland Career & Technology Center  
Vendor Proposal Form

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_

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

Fax Number \_\_\_\_\_

Bid Gross Total \_\_\_\_\_

Alternates Bid \_\_\_\_\_ Yes \_\_\_\_\_ No

*I hereby affirm that I am authorized to act as an agent of the above listed company in order to propose prices for the enclosed bid for General Supplies. I propose and agree to furnish to Northern Westmoreland Career and Technology Center any or all of the items priced in the electronic system and summarized above at the **unit** price listed by NWCTC for each item. This proposal is subject to all terms of the specifications and bid conditions herein, and I hereby agree to furnish such items as may be awarded to us.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
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 Anti Bid-Rigging Act, 73 P.S. SS 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 signed 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.



I state that \_\_\_\_\_

(Name of Firm)

understands and acknowledges that the above 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 that 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 for this contract.

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_