

LAUREL SCHOOL DISTRICT

District Office

2497 Harlansburg Road

New Castle, PA 16101

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February 19, 2024

To Whom It May Concern:

Laurel School District invites vendors to submit bids for the procurement of goods/supplies for vocational agriculture, technical education, art, science, and custodial/maintenance. The bid documents can be obtained by accessing the District website at <https://www.laurelspartans.com/bid-information>. Bids are due by 12:00 PM on Wednesday, March 20, 2024, via email. Purchase orders will follow the award of bids on April 10, 2024.

All vendors will be subject to the following terms and conditions:

- 1) All bids shall be effective for consideration by LAUREL SCHOOL DISTRICT for sixty days from the date of the opening. No bid may be withdrawn prior to the end of this period. All bids shall be held firm for a period of nine (9) months, after the bid award is published. Any and all price adjustments are subject to negotiations with Laurel School District purchasing manager.
- 2) LAUREL SCHOOL DISTRICT reserves the right to reject part or all of any bid or to reduce the quantity awarded.
- 3) Specification sheets and descriptive brochures as well as samples whenever practical should be sent under separate cover. All samples must be properly labeled with the bid identification number scheme as shown on the bid document. All samples become the property of the LAUREL SCHOOL DISTRICT.
- 4) Shipping and handling charges shall not be added to any invoices on any awarded items. Bid prices shall include freight pre-paid to specified destination in the LAUREL SCHOOL DISTRICT.
- 5) If an awarded vendor ships items that do not comply with the general conditions of the bid or item specifications, all merchandise will be returned to the vendor at vendor's expense.
- 6) The successful bidder agrees that in the event a school agency has accepted and paid for a shipment of a specified item(s), but shall discover upon opening at a later date that the item(s) does not conform to specifications and/or other quality standards, the bidder agrees to replace any or all of the quality rejected with products that meet specifications and/or conforms to standards without extra charge to the school agency.
- 7) Bid award shall be indicated by the receipt of a hard copy LAUREL SCHOOL DISTRICT purchase order. Items shall be awarded to the lowest vendor and/or best evaluated bid on each item meeting specifications, and the vendor meeting the general and specific conditions of the bid. "All or None" bids will not be accepted or considered. Awards shall be based on the quality of the merchandise and prices quoted as well as the ability of the vendor to meet the supply needs of LAUREL SCHOOL DISTRICT.
- 8) By submitting a bid and accepting an award, the vendor agrees to complete delivery of orders within a reasonable time frame following the requested delivery date listed on the purchase order. Failure to provide awarded items within a reasonable time frame may be construed by LAUREL SCHOOL DISTRICT as the vendor's default on the bid award. In the event that an awarded vendor cannot meet the delivery requirements, it will be the awarded vendor's responsibility to notify the LAUREL SCHOOL DISTRICT about the delay.
- 9) Awarded vendors are requested to partial ship items on a purchase order at their expense when the purchased items cannot be shipped in their entirety. LAUREL SCHOOL DISTRICT will not accept freight charges on back order items. No Exceptions.

10) Manufacturer's or vendor's catalog numbers, trade names, etc., where shown on the bid document, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials except where noted by "**NO SUBSTITUTES**". However, **any substitutions or departure proposed must be clearly noted** and described by indicating manufacturer name/brand, catalog # and other pertinent information. Otherwise it will be understood that the bidder intends to supply items mentioned in the bid document.

11) NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientations, the contractor further agrees to take affirmative action to ensure equal employment opportunities.

12) All bidders will use the designated application to enter their bid responses. All bids will be opened until March 20, 2024 at 12:00 PM. All bids must be submitted via email. No telephone, fax, mail or personal delivery of bids will be accepted. You may request a bid recap by emailing rmedved@laurel.k12.pa.us.

If you wish to participate in the Laurel School District bid, please complete the applicable spreadsheet(s) in the green highlighted areas and return via email to:

Rebecca Medved
Laurel School District
2497 Harlansburg Road
New Castle, PA 16101

Email: rmedved@laurel.k12.pa.us

Please note: If there is a substitution or alternate item, please do not change the item description field, but instead list the item/alternate at the bottom of the spreadsheet where indicated.

We look forward to doing business with you. If you have any questions, please do not hesitate to contact me at rmedved@laurel.k12.pa.us or 724-658-8940 extension 3925.

Sincerely,

Rebecca Medved
Accounts Payable
Laurel School District