

May 2nd, 2024

Gentlemen:

The Pennsbury School District is seeking bids on the enclosed specifications for:

Facilities Repairs, HVAC Repairs, Generator and ATS Repairs, Maintenance, Parts & Supplies, – District Wide - Bid #2425-009

Your attention is directed to the General Bid Requirements, which are attached, governing the submission of your proposal.

Sealed bids are to be submitted to Mr. Steve Waterson, Purchasing Supervisor, 134 Yardley Avenue, Fallsington, PA 19054, on or before 2:00 p.m. on Tuesday, May 21st, **2024**, and will be publicly opened at that time in the Administration Building at the same address. Bids should be plainly marked as **Facilities Repairs, HVAC Repairs, Generator & ATS Repairs, Maintenance, Parts & Supplies – District Wide - Bid #2425-009** on the envelope.

Please direct all questions concerning the request for bids to **Mr. George Steill, Director of Facilities**, at (215) 428-4162.

All bids are to be firm for a period of sixty (60) days from the opening on **May 21st, 2024**.

Sincerely,

**GEORGE STEILL
Director of Facilities**

Gentlemen:

This letter is to notify you that all vendors providing services to the Pennsbury School District having unsupervised direct contact with children must comply with **Act 34, Act 114 and Act 151.**

All Criminal History Background Checks and appropriate forms must be on file with the Pennsbury School District prior to performing such services. All forms **must** be current (within the last 12 months).

Sincerely,

**GEORGE STEILL
Director of Facilities**

**Facilities Repairs, HVAC Repairs Generator and ATS Repairs, Maintenance, Parts & Supplies
District Wide**

LOCATION: Pennsbury School District
134 Yardley Avenue
Fallsington, Pa 19054

SUPPLY: Facilities Repairs, HVAC Repairs, Generator and ATS Repairs, Maintenance,
Parts & Supplies, as per the attached specifications.

SITE VISIT: Site visit by vendor is highly recommended. To schedule a site visit,
please call Brandon Pepper, Maintenance Supervisor, at (215) 428-4152.

Facilities Repairs, HVAC REPAIRS, Generator and ATS Repairs, MAINTENANCE, PARTS & SUPPLIES – DISTRICT WIDE

Scope

Provide all materials, labor and equipment necessary to complete the work needed throughout the district.

Specifications

The Pennsbury School Board solicits sealed bids for Facilities Repairs, HVAC Repairs, Generator & ATS Repairs, Maintenance, Parts and Supplies for the 2024/25, 2025/26, and 2026/27 school years in accordance with the following conditions and specifications:

1. Sealed bids for furnishing supplies and repairs to the Pennsbury School District shall be in the hands of Mr. Steve Waterson, Purchasing Supervisor, Administration Building, 134 Yardley Ave., Fallsington, PA 19054 on or before 2:00 PM, May 21st, 2024 and plainly marked on the envelope "Facilities Repairs, HVAC Repairs, Maintenance, Parts and Supplies Bid 2425-009."
2. Bids will be opened on May 21st, 2024 in the Pennsbury School District Business Office, Administration Building, 134 Yardley Ave., Fallsington, PA 19054 beginning at 2:00 PM.
3. Any and all work assigned under this bid shall be performed by competent work persons in an efficient, effective manner consistent with sound business practices and any and all applicable federal, state, and local laws and regulations.
4. Work assigned under this bid shall be at the district's discretion, typically consisting of one or more small dollar projects, all of which shall individually be less than prevailing wage and below the district's current bid threshold.
5. No work on a specific project shall begin without a duly authorized District purchase order signed by the district's purchasing agent.
6. Failure to respond could result in you not receiving any Pennsbury School District business for said repairs for the next three years.
7. If needed, the District reserves the right to make awards to additional vendors throughout the three-year period by securing further bids or quotes.
8. The district expects to continue to bid larger construction and major maintenance projects with detailed specifications.
9. No bid bond will be required as the District expects to make awards to multiple vendors with annual volumes determined by need.

10. Bidders shall enter, in the appropriate column on the bid form, the cost or discount offered for each category the bidder can supply. If discount is to be based on the manufacturer, please attach a separate list of manufacturers and percentage discount from list price.
11. All prices are to include inside delivery to the school or schools as specified when contracts are awarded. Freight, delivery, and any other costs and fees must be included in all pricing submitted in the bid.
12. Bidders shall state, in the appropriate place on the bid form, what discount, if any, is offered for prompt payment of bills; and if such cash discount is offered it shall also be stated within what period of time the discount will be allowed.
13. Bidders shall indicate on the appropriate place on the bid form if procurement (VISA) cards or ACH payments are accepted.
14. Bidders will supply contact information for five references.
15. Delivery:
 - a. Supplies may be delivered or picked up at the Districts discretion. Deliveries are to be made only during the hours of 7:30 a.m. to 4:00 p.m. daily, Monday through Friday, except on holidays when schools are closed.
 - b. Discounted price shall include delivery cost or note any exception on the bid sheet.
16. Successful bidders shall provide the district a current and satisfactory certificate of insurance naming the district as an additional insured before starting any work.
17. Pennsbury School Board reserves the right to waive any or all the technicalities in this bid.
18. The Pennsbury School Board reserves the right to accept or reject any or all bids and to determine for itself what purchases are necessary in a given school year from the awarded contracts. The nature of this bid is such the district may or may not need the on call services of your firm.
19. The District anticipates awarding one or more contracts and reserves the right to award multiple such contracts to ensure appropriate coverage across a broad spectrum of parts and services.
20. Failure to complete and return the enclosed Non-Collusion affidavit with your bid will result in disqualification.
21. Bidder agrees to adhere to Anti-Discrimination Clause included within the contents of this bid.
22. Piggybacking - It is understood that the goods and services described in the specifications may be purchased by the District and any other local municipal bodies as set forth in the specifications and bidder agrees to supply the goods and services to the local municipal bodies on the same terms and conditions as if they were to be supplied to the District. To the extent that the local municipal bodies purchase goods or services, then the local municipal bodies, and not the District, shall be liable to the bidder.
23. If there are any questions concerning item description, quantity or other aspects of these specifications, please call Brandon Pepper at (215) 428-4152.

Ladies & Gentlemen:

We propose to furnish Facility Repairs, Maintenance, Parts & Supplies to the Pennsbury School District during the 2024/25, 2025/26 and 2026/27 school years according to your specifications at the following discounts.

Please state your discount as any one of the three types below:

Parts and Supplies	% Discount off of Manufacturer's List Price	% Discount off of Catalog Price	% Discount off of Shelf Price
Building Materials & Hardware			
Custodial Parts/Supplies			
Electrical Parts/ Supplies			
HVAC Parts/Supplies			
Industrial Doors, Frames and Hardware			
Motor Parts/Supplies			
Plumbing Parts/Supplies			
Pool Parts/Supplies			
Vending Machine Parts			
Fire Alarm Parts/Supplies			
Boiler Parts/Supplies			
Communication Parts/Supplies			
Access Control Parts/Supplies			
PA Equipment Parts/Supplies			
Clock Parts/Supplies			
Burglar Alarm Parts/Supplies			
Video Surveillance Parts/Supplies			
Food Service Equipment Parts/Supplies			
Mulch			
Signs			
All other categories of parts/supplies not included above:			

Please state rates as indicated:

Maintenance/Repairs	Hourly Peak Rate	Hourly Off-Peak Rate	Discount on Materials	Service Call Fee
Alarm Maintenance/Repairs				
Appliance Maintenance/Repair				
Asphalt Repair				
Boiler Maintenance/Repair				
Business Machines/Laminators				
Carpet Installation/Repairs				
Communications Maintenance/Repairs				
Drain Cleaning Services				
Drapery Installations				
Duct Cleaning/Kitchen Exhaust				
Electrical Repairs				
Electrical Repairs/Motors				
Environmental Services				
Excavating Services				
Fence Installation/Repairs				
Fire Suppression System Maintenance/Repairs				
Fitness Equipment Maintenance/Repairs				
Fork Lift Maintenance/Repairs				
Garage Door Maintenance/Repair				
Grease Trap Cleaning				
Grease Trap Maintenance/Repair				
Glass Replacement				
HVAC Maintenance/Repair				
Industrial Doors & Frame Installation/Repairs				
Intercom Maintenance/Repair				
Landscaping				
Lawn Equipment Maintenance/Repair				

Locksmith Services				
Masonry Restoration & Brick Pointing				
Mechanical Contractor				
Painting Contractor				
Paving				
Plumbing Contractor				
Pool Repair (Commercial)				
Snow Removal Equipment Maintenance/Repairs				
Tree Service				
Waterproofing Contractors (Brick)				
Vacuum Cleaner & Wet/Dry Vac Repair				
Foodservice Equipment Repair				
Alarm Monitoring-Security/Burglar				
Alarm Monitoring-Fire				
Alarm Monitoring-Elevator				
Turf Management				
Seal Coating				
All other categories of parts/supplies not included above:				

Addendum(s) Received: ___ No ___ Yes (1 2 3)

Minimum order, if any, required for free delivery _____

Items excluded from discount: _____

Are prices adjusted on a periodic bases? If so, how often? _____

Do you accept purchase orders? YES or NO

Are procurement cards (VISA) accepted for payment? YES or NO

Are ACH Payments accepted? YES or NO

Contact information for three references is enclosed _____

_____ % Discount if Paid Within _____ Days.

The Non-Collusion Affidavit is signed and attached _____

For W-9 is attached _____

Bidder Proposal or Reference # _____

Special Instructions/exceptions: _____

Authorized Signature

Vendor

Print Name

Address

Date

Phone

Email

Fax

Ladies & Gentlemen:

We propose to furnish HVAC Repairs, Maintenance, Parts & Supplies to the Pennsbury School District during the 2024/25, 2025/26 and 2026/27 school years according to your specifications at the following discounts.

Please state your discount as any one of the three types below:

Parts and Supplies	% Discount off of Manufacturer's List Price	% Discount off of Catalog Price	% Discount off of Shelf Price
Building Materials & Hardware			
Electrical Parts/Supplies			
HVAC Parts/Supplies			
Motor Parts/Supplies			
Plumbing Parts/Supplies			
All other categories of parts/supplies not included above:			

Please state rates as indicated:

Maintenance/Repairs	Hourly Peak Rate	Hourly Off-Peak Rate	Discount on Materials	Service Call Fee
Appliance Maintenance/Repairs				
Boiler Maintenance/Repairs				
Drain Cleaning Services				
Duct Cleaning/Kitchen Exhaust				
Electrical Repairs				
Electrical Repairs/Motors				
Excavating Services				
HVAC Maintenance/Repairs – RTU				
Split Units – Ductless				
Brad Units – Heat Pump				
Mechanical Contractors				
Plumbing Contractors				
Foodservice Equipment				
Walk-in Refrigerator/Freezer				
Heating and Holding Unit Repairs				
Refrigeration Repairs				
All other categories of repair services not included above – please specify:				

Addendum(s) Received: ___ No ___ Yes (1 2 3)

Minimum order, if any, required for free delivery _____

Items excluded from discount: _____

Are prices adjusted on a periodic bases? If so, how often? _____

Do you accept purchase orders? YES or NO

Are procurement cards (VISA) accepted for payment? YES or NO

Are ACH Payments accepted? YES or NO

Contact information for three references is enclosed _____

_____% Discount if Paid Within _____ Days.

The Non-Collusion Affidavit is signed and attached _____

For W-9 is attached _____

Bidder Proposal or Reference # _____

Special Instructions/exceptions: _____

Authorized Signature

Vendor

Print Name

Address

Date

Phone

Email

Fax

Ladies & Gentlemen:

We propose to furnish Generator and ATS Repairs, Maintenance, Parts & Supplies to the Pennsbury School District during the 2024/25, 2025/26 and 2026/27 school years according to your specifications at the following discounts.

Please state your discount as any one of the three types below:

Parts and Supplies	% Discount off of Manufacturer's List Price	% Discount off of Catalog Price	% Discount off of Shelf Price
Building Materials & Hardware			
Electrical Parts/Supplies			
Generator Repair Parts			
Motor Parts/Supplies			
Automatic Transfer Switch Repair Parts			
Fuel Treatment Supplies			
All other categories of parts/supplies not included above:			

Please state rates as indicated:

Maintenance/Repairs	Hourly Peak Rate	Hourly Off-Peak Rate	Discount on Materials	Service Call Fee
Generator Maintenance/Repair				
Automatic Transfer Switch Maintenance/Repair				
Fuel Treatment Maintenance/Repair				
Electrical Repairs				
Electrical Repairs/Motors				
All other categories of repair services not included above – please specify:				

Addendum(s) Received: ___No ___Yes (1 2 3)

Minimum order, if any, required for free delivery _____

Items excluded from discount: _____

Are prices adjusted on a periodic bases? If so, how often? _____

Do you accept purchase orders? YES or NO

Are procurement cards (VISA) accepted for payment? YES or NO

Are ACH Payments accepted? YES or NO

Contact information for three references is enclosed _____

_____% Discount if Paid Within _____ Days.

The Non-Collusion Affidavit is signed and attached _____

For W-9 is attached _____

Bidder Proposal or Reference # _____

Special Instructions/exceptions: _____

Authorized Signature

Vendor

Print Name

Address

Date

Phone

Email

Fax

REFERENCES

Company:

Address:

City, State, Zip:

Phone

Email:

Company:

Address:

City, State, Zip:

Phone

Email:

Company:

Address:

City, State, Zip:

Phone

Email:

Company:

Address:

City, State, Zip:

Phone

Email:

AGREEMENT BY VENDOR OR INDEPENDENT CONTRACTOR
OF THE PENNSBURY SCHOOL DISTRICT TO COMPLY
WITH ACT §111 OF THE PUBLIC SCHOOL LAWS

1. This agreement is part of the agreement between the undersigned business person or entity and the Pennsbury School District, dated _____, for the sale of goods or the provision of services as an independent vendor or contractor in the nature of: _____, Bid/Quote No. _____.

2. The undersigned understands that after January 1, 1986 independent contractors and their employees hired after that date must comply with §111 of the School Code, which provides, among other things, that a CRIMINAL HISTORY INFORMATION RECORD SEARCH must be obtained for each employee who could come into contact with school children, showing that such employees have not been convicted of certain crimes. A copy of the law is available upon request.

3. It is agreed that the Pennsbury School District has no right of direct control over the hiring, retention, screening or assignment of employees, agents or officers of the undersigned, and further that the undersigned is responsible for compliance with this law. In addition, should any official or employee of the school be subject to any claim, proceedings, lawsuit, fine, civil penalty or other legal involvement arising from the neglect or failure of the undersigned, or its officers, agents or employees, to comply with said law, then the undersigned, as part of the consideration of doing business with the School District, hereby agrees to indemnify and hold harmless the District and all District employees for all losses, including costs of counsel and all expenses incident thereto.

Dated: _____ 20____

By: _____ (Seal)
(Proprietor, Authorized Officer or Partner)

(Corporate Seal,
if applicable)

Witness or Attest:

Business Name and Address of
Vendor/Independent Contractor

ANTI-DISCRIMINATION CLAUSE
(Section 755, Pennsylvania School Code)

1. In accordance with the provisions of the Pennsylvania School Code, the contractor agrees:
 - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
 - b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;
 - c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,
 - d. That this contract may be canceled or terminated by the school district, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.