

North Penn School District
Lansdale, Pennsylvania 19446

General Conditions for Bid

1. The North Penn School District Board of School Directors invites bidders to submit sealed bids for the furnishing and delivery of bid name.
2. Bids will be accepted until **2:00 pm on Thursday, May 26, 2016**, at which time they will be opened at a public meeting at the Educational Service Center, 401 E. Hancock Street, Lansdale, PA 19446.
3. The bid should be submitted in a sealed envelope and clearly marked on the outside, **“High School Band Instruments”**.
4. Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful bidder shall bid in strict accordance with the specifications as set forth. Exceptions to the specifications must be clearly stated in the bid submission.
6. **A BID BOND OR CERTIFIED CHECK IN FAVOR OF THE NORTH PENN SCHOOL DISTRICT IN THE AMOUNT OF 10% OF THE TOTAL BID IS REQUIRED FROM EACH BIDDER AND MUST BE ENCLOSED WITH THE BID. THE BOND MUST BE ISSUED BY AN INSURANCE COMPANY.**
Only the bid bonds or certified checks of the successful bidders will be held until all terms of the contract are completed. The bid bonds or certified checks of the unsuccessful bidders will be returned at the time of the awarding of the contract.
7. **Delivery must be fully completed by August 19, 2016. If you cannot meet this delivery requirement please indicate in you bid.**
8. The North Penn School District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of sixty (60) days from the date of bid opening. The School District reserves the right to select the next lowest responsible bidder if a vendor’s award totals is less than \$300.00.
9. When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded only as a part of the description of the item, and is not intended to limit competition.
10. Bid items must be equal in all respects to those described in the specifications or referred to by catalog number. Should the bidder quote an alternate, complete specifications of the alternate must be provided, including a picture. It is the responsibility of the bidder to establish the equality of the material offered. Failure to supply these specifications may result in the rejection of your bid.
11. Bidder shall insert the price per stated unit and the total cost extension against each item in the schedule hereto annexed, which the bidder has proposed to furnish and deliver. The unit price inserted must be net and must include all delivery charges – No Exceptions. In the event of a discrepancy between the unit prices and the total cost extension, the unit price will govern. The total bid is to be the sum of the quantity times the unit price for each item.
12. Bids may be awarded on an item-by-item basis. Quantities included in this bid are subject to change prior to order placement.

No additional charge will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage, or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor and none will be paid for the the School District. Such empty cases, boxes, etc., may be removed by the bidder or contractor at his own expense.
13. A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
14. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
15. The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as specified, and that all of the articles shall be subject to the inspection and approval of the School District. Acceptance of delivery of materials or equipment to the site shall not constitute final acceptance by the School District. In the event that any articles are rejected as damaged, or not in conformance with these specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these specifications shall be furnished in place thereof, all at the expense of the successful bidder.
16. In the event that the successful bidder should neglect or refuse to furnish or deliver any articles or any part thereof, or to replace any articles which are rejected as stated in the preceding paragraph, then the School District is authorized and empowered to purchase articles in conformity with this order from such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.

General Conditions for Bid

Bid Title: **High School Band Instruments**

Due Date: **Thursday, May 26, 2016**

17. The bidder, upon request, shall submit samples for any or all items on which a price is quoted, within three (3) days after such request is made. These samples shall be plainly marked with the name of the product, the name of the bidder, and the item number as shown on the proposal form. Samples may be returned at the expense of the bidder. Also upon request, the bidder must supply, within three (3) days, a list of schools and/or businesses using the item indicated in their bid.
18. On bids for Services involving the furnishing of labor and/or materials, the successful bidder shall be required to furnish performance and payment bonds in the amount of 100% of the bid.
19. On bids for Services involving the furnishing of labor, materials, and/or equipment, while said Services are being performed the successful bidder must maintain in full effect the following minimum insurance coverage:
 - 19.1 Workers' Compensation.
 - 19.2 Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless clause in favor of the North Penn School District, its officers, members, and employees.
 - 19.3 Property damage in the amount of \$50,000.
 - 19.4 Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in amount not less than \$50,000.
 - 19.5 If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$50,000.

Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverages required above. The Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Contractor or Subcontractors.
20. Items shipped DIRECT FROM THE FACTORY must show North Penn School District purchase order numbers on the cartons.
21. Invoicing: Invoices must be submitted for each individual school, completely itemized, and covering each shipment. They should show North Penn School District item numbers, the same as packing slips. No photocopy of a Bid or Purchase Order will be accepted in lieu of an itemized invoice.
22. ASBESTOS: In the event a contractor by virtue of his work for the District discovers asbestos, the contractor must immediately notify the District and perform no further work in connection with the asbestos. If directed by the District to remove the asbestos, the contractor must take all steps required by all federal, state, and local agencies regarding asbestos removal. The asbestos removal operations may be the subject of a change order or a supplemental contract to this contract, or a separate contract to another contractor as the District may determine. If a contractor fails to meet the requirements of the federal, state, and local regulations and these specifications related to the discovery, removal, and clean-up, the contractor shall be subject to immediate termination and the contractor shall be responsible for all costs and expenses related to the removal and cleanup of the asbestos including architect and engineering fees.
23. DISCRIMINATION PROHIBITED: According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:
 - 23.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, sub-contractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
 - 23.2 That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
 - 23.3 That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
 - 23.4 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 and conditions of the contract.

General Conditions for Bid

Bid Title: **High School Band Instruments**

Due Date: **Thursday, May 26, 2016**

24. **HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
25. **COMPETENT WORKERS:** According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.
26. **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
27. **PREVAILING WAGE:** It is the responsibility of the bidder to determine compliance with the Pennsylvania Prevailing Wage Act and to adhere to all regulations governing this Act.
28. **CLEARANCES:** The successful Bidder must supply to North Penn School District documentation required by Act 34, Section III of the Public School Code (Criminal Record Check) and Act 151, Chapter 63 of 23 PA Consolidated Statutes (Pennsylvania Child Abuse History Clearance) and Act 114 (FBI Fingerprinting Clearances) before work on a project shall begin. These forms must be current for every worker on site at all times.

Signature

Title

Date

Printed Name

Company Name

Address

Phone Number

Fax Number

Email Address

North Penn School District
Lansdale, Pennsylvania 19446-3807

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., 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 statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs 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 associated 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 non-competitive 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 may result in disqualification of the bid.

Non-Collusion Affidavit

For Bid for **High School Band Instruments**

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract , or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

Non-Collusion Affidavit (con't.)

5. _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under
(name of my firm)
investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations are material and
(name of my firm)
important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)

and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20____.

Notary Public

My Commission Expires

North Penn School District
Lansdale, PA 19446

Vendor's/Contractor's Qualification Statement

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____ Corporation _____

Name: _____ Partnership _____

Address: _____ Individual _____

Principal Office: _____ Joint Venture _____

Phone: _____ Other _____

1. How many years has your organization been in business as a vendor/contractor?

2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:
 - a. Date of Incorporation: _____
 - b. State of Incorporation: _____
 - c. President's name: _____
 - d. Vice President's name(s): _____
 - e. Secretary's or Clerk's name: _____
 - f. Treasurer's name: _____
 - g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

5. Bank References:

6. Name of bonding company and name and address of agent:

7. Dated at

this _____ day of _____, 20__.

Name of Organization: _____

By: _____

Title: _____

8. _____ being duly sworn deposes and says that he/she is the

_____ of Vendor/Contractor and that answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn before me this _____ day of _____, 20__.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.

North Penn School District
Lansdale, PA 19446

Bid Proposal Form

High School Band Instruments Bid

We, the undersigned, have reviewed the specifications herein for the supply of the above listed item(s). We propose to furnish and deliver all materials and accessories to complete the work, in accordance with the attached Bid Specifications and General Conditions. We understand that the North Penn School District reserves the right to reject any and all bids and to make awards on the basis of quality as well as price.

Company Name

Date

Address

Authorized Signature

Printed Name

Title

Telephone #

Fax #

Email Address

North Penn School District
Lansdale, PA 19446

Bid Proposal Form

Instrument	Quantity	Unit Cost	Total Cost
Jupiter Model 5060S Quantum Series Marching Baritone	5		
Jupiter Model 582 Concert Series 4-Valve 4/4 BBb Tuba	1		
Yamaha Model YTS 480 Intermediate Bb Tenor Saxophone	4		
Yamaha Model YCL-221 Bb Bass Clarinet	4		
Yamaha Model YBS-52 Eb Baritone Saxophone	3		
Yamaha YVRD2700GC 3.0 Gold Vibraphone	2		
Musser M58M Piper Vibraphone	1		
Besson Model BE1065S 4-valve Euphonium	4		
Yamaha Model MS9314AWC Snare Drums	5		
Yamaha Custom Model MQT60234AWC Tenor Drums	3		
Yamaha Bass Drum Models MB8316AWC, MB8318AWC, MB8320AWC, MB8322AWC, and MB8326AWC	5		

ANTICIPATED BID AWARD WILL BE NO LATER THAN JUNE 16, 2016, WITH PURCHASE ORDERS TO FOLLOW AFTER BOARD APPROVAL.

ALL INSTRUMENTS MUST BE DELIVERED BEFORE AUGUST 19, 2016. IF YOU CANNOT MEET THIS DEADLINE PLEASE INDICATE IN YOUR BID WHEN ANTICIPATED DELIVERY WILL OCCUR.

PLEASE BID AS SPECIFIED. NO SUBSTITUTIONS WILL BE ACCEPTED.

Marching Baritone Specs for Bid

The instrument should have a 1st valve slide trigger, a 3rd valve slide finger ring, and have a bore size of 0.531". The bell should be 10.0" in diameter. The instrument should feature stainless steel valves. The instrument should be finished silver plating. The instrument should include a hard-shell case. Please bid only Jupiter Model 5060S Quantum Series Marching Baritone, in silver.

Tuba Specs for Bid

Tuba features a yellow brass body, bell and leadpipe for superior tone. The instrument should be in the key of BBb, be a 4/4 size instrument, and have a bore size of 0.732". The bell should be 17.4" in diameter. The instrument should feature 4 front action valves with contoured nickel silver pistons and nickel outer slides. The instrument should be finished in a clear epoxy laquer. The instrument should include a hard-shell wheeled case. Please bid only Jupiter Model 582 Concert Series 4-Valve 4/4 BBb Tuba, in lacquer.

Tenor Saxophone Specs for Bid

Tenor saxophone features accurate intonation, warm tone and quick response. The instrument should include a professional-quality 62-style neck. The improved key mechanism should ensure consistent closing of the low C# key. Please bid only Yamaha Model YTS 480 Intermediate Bb Tenor Saxophone, in lacquer.

Bass Clarinet Specs for Bid

The instrument should be made of a durable ABS resin, suitable for all playing conditions. The instrument should full key mechanism to low Eb. . The instrument should include mouthpiece and a hardshell case. Please bid only Yamaha Model YCL-221 Bb Bass Clarinet.

Baritone Saxophone Specs for Bid

Intermediate Eb Baritone Saxophone; Low A; Front F mechanism. The instrument should have a clear lacquered brass body, drawn tone holes, leather pads and stainless steel springs. Please bid only Yamaha Model YBS-52 Eb Baritone Saxophone.

Marching Band Vibraphone Specs for Bid

The instrument should feature glossy gold anodized graduated aluminum alloy bars and a heavy duty Field Frame with no motor. The foot operated, oversized dampening mechanism, offers full pedal tension, damper, and height adjustments, allowing the player to custom configure the feel of the instrument to their exact playing style. The field frame should feature a 1.5" square bar for mounting accessories.. The instrument should have a three-octave range, from F3-F6. Please bid only Yamaha YVRD2700GC 3.0 Gold Vibraphone with Multi-Frame II Field Frame.

Concert Vibraphone Specs for Bid

The instrument is professional grade and features a 3-octave range, silver finish and wide graduated bars. Unique damper pad equalizes pressure on bars for even dampening. Damper pressure is controlled by a dual action adjustable compression spring to assure proper balance and smooth, even action. The instrument features variable height resonators. To accommodate individual players' technique, the adjustable damper pedal slides right to left and the frame features telescoping parts on the frame to facilitate easy adjustments. Please bid only Musser M58M Piper Vibraphone.

Euphonium Specs for Bid

The instrument should be in the key of Bb, have four bottom sprung stainless steel valves and have a bore of .579". The instrument is a free blowing model with easy tone production and even response throughout the register. It has a reliable, fast and quiet valve action and a comfortable playing position for both mouthpiece and fingers. The instrument is silver-plated. Please bid only Besson Model BE1065S 4-valve Euphonium.

Marching Snare Drum Specs for Bid

The drums should use FiberTech™ snares create a crisp and articulate sound, while ten independently adjustable strands allow for precise tuning control. The butt-side strainer uses aluminum die-cast construction for strength in a lightweight package and has vertical adjustment capability to precisely set snare height. The release-side strainer uses die-cast aluminum and durable nylon for smooth, noise-free operation and features an over-sized vertical adjustment knob for adjusting snare height even when snares are engaged, with a horizontal adjustment knob also in easy reach. The shell features an extremely thick wall, allowing for high-tension tuning without warping. It uses a solid, die-cast design and a special aluminum alloy for exceptional strength with minimum weight, while also being tall enough to accommodate the stretch of a plastic head. An extra-long lug nut provides sufficient threading to effectively grip the tension rod, while a beveled edge guides the rod to eliminate cross threading. Please bid only Yamaha Model MS9314AWC Snare Drums, in Black Sparkle Fade finish, Chrome Hardware, Mono-Post Carriers, Stadium Hardware, Cases and Covers.

Marching Tenor Drum Specs for Bid

These toms are equipped arch-shaped lugs that allow the shell to vibrate freely, delivering greater tone. The Field-Corps multi-toms are also equipped with a 2.3mm thick, steel UltraHoop™ rim that protects the bearing edge from mallet sweeps, which is especially important as the rim height lowers. A high-strength aluminum reinforcement ring inserted just below the bearing edge to maintain shell integrity. Please bid only Yamaha Custom Model MQT60234AWC Tenor Sets, in Black Sparkle Fade finish, with Chrome Hardware, Bi-Post Carriers, Stadium Hardware, Cases and Covers.

Marching Bass Drum Specs for Bid

These drums feature 7 ply birch/mahogany shells, providing a precise balance of deep, resonant tones and solid, attack. The 45° bearing edge allows each drum to speak clearly, creating precise articulation. The 10 ply birch round edge hoops constructed with the Air-Seal System deliver the strength necessary for consistent, uniform tuning. Please bid only Yamaha Bass Drum Models MB8316AWC, MB8318AWC, MB8320AWC, MB8322AWC, and MB8326AWC, in Black Sparkle Fade finish, with Chrome Hardware, Mono-Post Carriers, Stadium Hardware, Cases and Covers.