

**NORTH PENN SCHOOL DISTRICT**  
Lansdale, PA 19446

**BID ADDENDUM TO REPLACE PREVIOUS PAGE 1 & 2**

**Property Tax Bill Printing and Mailing 2023**  
**Bid Summary**

The North Penn School District is hereby soliciting bids to submit bids for:  
**Property Tax Bill Printing Services 2023**

All bids shall be submitted on the enclosed district forms. The sealed bid proposal package should also include:

- A Bid Bond or Certified Check for 10% of the total bid price.
- Completed and notarized Non-Collusion Affidavit.
- Completed and notarized Vendor's Qualification Statement.
- 3 Signed copies (1 original and 2 photocopy)

The District is exempt from Pennsylvania state sales tax.

Property Tax Bill Printing Services will be for the 2023-2024 and 2024-2025 fiscal years. Property Tax Bill Printing and Mailings must be completed by June 30th for each year.

**Sealed bids** will be accepted for **"Property Tax Bill Printing and Mailing"** until **March 7, 2023**, at 1:00 p.m. Sealed bids must be clearly labeled:

**"Property Tax Bill Printing and Mailing"**

**and delivered to Dawn Johnston at the Educational Service Center, 401 E. Hancock St., Lansdale, PA. The bids will be publicly opened via Zoom meeting at 2:30 p.m. the same day.**

Directions to the Zoom meeting will be posted 30 minutes prior to the opening at [www.npenn.org/bidspec](http://www.npenn.org/bidspec).

**A PREBID MEETING WILL OCCUR VIRTUALLY ON:**  
**TUESDAY FEBRUARY 21<sup>ST</sup> 11:00AM.**

**Login instructions will be posted to [www.npenn.org/bidspec](http://www.npenn.org/bidspec)**  
**30 minutes prior to the meeting start time.**

All questions regarding this bid should be directed to:

Dawn Johnston  
Procurement Supervisor  
401 E. Hancock St.  
Lansdale, PA 19446  
[NPprocure@npenn.org](mailto:NPprocure@npenn.org)  
215-853-1011

### **General Conditions for Bid**

1. The North Penn School District (NPSD) Board of School Directors invites bidders to submit sealed bids for the furnishing and delivery of **Property Tax Bill Printing & Mailing**.
2. **Bids will be accepted until 1:00 PM on Tuesday, March 7, 2023.** The bids will be opened at 2:30 PM on March 7, 2023 via Zoom. Please see NPSD website, [www.npenn.org/bidspec](http://www.npenn.org/bidspec), for Zoom meeting details one hour prior to the bid opening.
3. The bid must be submitted in a sealed envelope and clearly marked on the outside, **“Property Tax Bill Printing and Mailing 2023”**.
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. **No substitutions or alternates are permitted.**
6. A BID BOND OR CERTIFIED CHECK IN FAVOR OF THE 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. **Property Tax Bill Printing and Mailings must be completed by June 30<sup>th</sup> for each year.**
8. The 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 ninety (90) days from the date of bid opening.
9. 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 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 multiplied by the unit price for each item.
10. 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.
11. 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.
12. 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.