



RADNOR TOWNSHIP SCHOOL DISTRICT

Administration Building • 135 South Wayne Avenue, Wayne, PA 19087
(610) 688-8100 • FAX (610) 688-6264 • www.rtsd.org

August 9, 2019

RE: Invitation To Submit a Bid for Varsity Athletic Winter Supplies

To Whom It May Concern:

The Board of School Directors of the Radnor Township School District requests sealed bids for Varsity Athletic Winter Supplies for the 2019-20 School Year.

Bids must be made on the enclosed form; no other form will be acceptable. Instructions to bidders are herewith enclosed.

Sealed bids, addressed to Michelle A. Diekow, Business Administrator, will be received at the District's Business Office, Administration Building, 135 South Wayne Avenue, Wayne, PA 19087 until 1:00 PM local time, **September 4, 2019**.

The bids will be publicly opened in the District's Administration Building at 1:00 PM local time, **September 4, 2019**.

The Radnor Township School District reserves the right to reject any and all bids and to make this award in the best interest of the School District. Also, no awards will be made until all bids received have been reviewed and approved by the School District Board of School Directors.

Sincerely,

Michelle A. Diekow

Michelle A. Diekow
Business Administrator

RADNOR TOWNSHIP SCHOOL DISTRICT

135 S. Wayne Avenue ◊ Wayne, PA 19087
610-688-8100, extension 6134 ◊ 610-688-6264 fax

GENERAL CONDITIONS AND INSTRUCTIONS

1. BID PREPARATION

This bid and all accompanying documents were prepared by the Radnor Township School District (hereinafter referred to as the "District").

This bid package includes:

- A. Cover Letter
- B. General Conditions & Instructions
- C. Legal Notice
- D. Instructions for Non-Collusion Affidavit
- E. Non-Collusion Affidavit
- F. Specifications
- G. Bid Submission Form
- H. Bid Reminders

2. TAX EXEMPT STATUS

The District is exempt from the payment of Federal Excise and State Sales Tax. No such taxes should be included in the bid.

3. OSHA REQUIREMENTS

In submitting a bid, bidder agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.

4. WORKER AND COMMUNITY RIGHT TO KNOW ACT OF 1984

All bidders must comply with the provisions of the above-mentioned Act by providing Material Safety Data Sheets (MSDA'S) for all chemicals or hazardous substances provided, if applicable, as part of this bid.

5. COMPLIANCE WITH LAWS

All property or services furnished must comply with all applicable Federal, State and local laws, codes and regulations.

6. WARRANTY

All equipment items shall be guaranteed by the supplier against defects in workmanship and materials for a period of three (3) years from date of acceptance by the District. During this period, the supplier shall agree to promptly remedy any defects due to imperfect workmanship or materials found not to comply with Specifications.

7. BIDS BY SUPPLIER

- a. Delivery of Bid – Bids must be submitted on the Bid Submission Form supplied by the District. Each bid must be delivered to the Radnor Township School District Administration Building located at 135 South Wayne Avenue, Wayne, PA 19087, prior to the time stated in the advertisement for bids. This is the responsibility of the bidder. Bids received after the time set for bid opening, even if postmarked earlier, will not receive consideration. Bids will not be accepted via telefacsimile (also known as “fax”) or electronic e-mail.

- b. Bids shall be submitted in a sealed envelope which shall have clearly noted on the lower left hand corner of the envelope:

BID FOR: Varsity Athletic Winter Supplies
BID OPENING: September 4, 2019, 1:00 PM
Attention: Michelle A. Diekow, Business Administrator

- c. All bids submitted must be typewritten or legibly written in ink, and must be signed by the bidder on the Bid Submission Form supplied as part of this bid. Bids altered in any way will not be accepted (i.e. erasures, white out, etc.).
- d. Withdrawal of Bids – Prior to opening, bidders will be given permission to withdraw any bid after it has been received by the District. With the exception of the provision for withdrawing bids for the forty-eight (48) hour period following the bid opening date, no plea of mistakes shall be made available to the bidder and no bid may be withdrawn before the expiration of the sixty (60) days from the date established for the opening of the bids. Bidders who violate this provision will be declared unsatisfactory for any future bidding.
- e. Opening of Bids – Bids will be publicly opened on the date, at the location and commencing at the time stated in the advertisement of bids. Bidders or their authorized agents may be present. All bids shall strictly conform with these “General Conditions and Instructions.”
- f. Rights of Owner – The District will accept the bid of the lowest responsible bidder complying with all the requirements of the Specifications. The District reserves the right to reject any or all bids or any part thereof and may waive any or all technicalities or informalities. The District may select a single item for any bid, without obligation, or may order more or less than the quantity specified at the unit price stated in the bid, as may best serve the interest of the District.

- g. The bidder shall, upon request, submit samples for any or all items on which a price is bid, within five (5) days after such request is made by the District. 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 Bid Submission Form. The District assumes no responsibility for the return of samples nor any damage incurred in testing samples.
- h. Where the description of an item includes the name, number or model of a particular manufacturer or supplier, alternate bids equal in all respects are permitted unless specifically noted "No Substitution" or similar language. In this case, the bidder shall clearly state on the Bid Submission Form the manufacturer's name, catalog number and technical information of the equivalent and submit complete specifications as prepared by the manufacturer. A sample of the proposed alternate shall accompany the bid when possible. When no reference or change is indicated on the Bid Submission Form, it is understood that the specific item(s) named in the bid Specifications will be furnished.

WHERE BRAND NAMES AND CATALOG NUMBERS ARE SPECIFIED, THEY ARE INCLUDED ONLY TO PROVIDE A REFERENCE TO BIDDERS AND TO ESTABLISH A STANDARD OF QUALITY DESIRED UNLESS THE ABOVE REFERENCED "NO SUBSTITUTION" IS INCLUDED.

Please note that were NO SUBSTITUTION is specified there is no blank to provide for an alternate product. In those cases if an alternate product is entered it will be ignored during the bid tabulation process.

- i. Before any award is made, the District may require satisfactory evidence to show that the bidder is fully prepared in every way to deliver and service the good and/or equipment promptly and that they have been regularly engaged in such business.
 - j. A supplier may bid on any or all items contained in the Specifications.
 - k. THE BIDDER SHALL INSERT THE PRICE PER STATED UNIT. ANY CONVERSIONS TO ARRIVE AT THE STATED UNIT PRICE ARE THE RESPONSIBILITY OF THE BIDDER. ANY PRICES BID THAT DO NOT CONFORM TO THE STATED UNIT PRICE SHALL NOT BE CONSIDERED FOR ACCEPTANCE.
 - l. Bids will be awarded within ninety (90) days after date established for opening of bids. All bids shall remain valid and acceptable for this length of time. This time may be extended by the mutual consent of the bidder and the District.
8. **DELIVERY**
- a. Delivery will be as stated in the Specifications. If there are items on which delivery cannot be made by the required date, indicate on the Bid Submission Form the date on which such items will be delivered.

- b. The District does not have a central warehouse. Delivery locations are to be as stipulated on the individual purchase orders(s). **NOTE WELL: Successful bidders must package and ship items as specifically outlined on each individual purchase order regardless of the amount of the total bid award or the number of purchase orders received with similar "ship to" addresses. Combining purchase order shipments is permissible ONLY if the shipment has been presorted by individual purchase order and clearly labeled as such in the combined shipment. Any combined shipments received that do not follow this procedure will be returned to the vendor and the order cancelled.**
- c. Inside delivery is required on all orders. Deliveries may be made between the hours of 9:00 am and 3:00 pm, Monday through Thursday, excluding holidays. Deliveries are to be made to all designated rooms and/or buildings within the District as detailed on the purchase order(s). Each carton and/or package shall be clearly marked, showing the purchase order number. **Each order shall be packed separately (see above highlighted requirement in 8b above).** Twenty-four (24) hour advance notice of delivery is required.
- d. The vendor's bid, where requested in the Specifications, shall include the cost of setting up and installing or providing the equipment and shall, where requested, also set forth the cost of the installation. All crates and packing materials shall be removed from the premises by the vendor/contractor when they have been awarded the bid for installing the equipment. Any and all damage done to the District's building(s) or equipment shall be the responsibility of the bidder.
- e. The bidder agrees to repair any damage to the District's buildings and/or premises, caused in the delivery of equipment, materials, supplies and/or services, and further agrees to remove any and all dirt and debris resulting from delivery.
- f. The bidder agrees to hold the Board of School Directors, officers, members and employees of the District harmless and to indemnify them from any and all expenses incurred for all claims arising from the liability for bodily injury and property damage due to the vendor's negligence.
- g. All prices are to be net prices and are to be f.o.b. destination, including charges for inside delivery and placement.
- h. Cancellation Clause: All items listed on the Purchase Order(s) must be delivered as soon as possible. The District reserves the right to cancel for cause, any contract awarded as a result of this Bid subject to a notice of no less than fifteen (15) days. Examples of such cause would be, but are not limited to; delays in delivery, improper billing or product substitution, or failure to perform as outlined in the bid Specifications. The contract may also be canceled with thirty (30) days' notice if, at the sole discretion of the District, its interest would be better served by implementing modified or advanced technologies, or adopting more current state-of-the-art programs or procedures.

9. **NON-APPROPRIATION OF FUNDS**

If the Radnor Township School Board does not allocate funds needed to make payments beyond the District then-current fiscal period, the District shall not be required to make such payments, and the Purchase Order shall be considered terminated.

10. **ACT OF 1985 PENNSYLVANIA PUBLIC SCHOOL CODE OF 1949 AS AMENDED**

- a. Under certain conditions of Act 34, independent contractors and their employees who provide services to a Pennsylvania school entity are required to obtain a report of "Criminal History Record Information" from the Pennsylvania State Police. In the case of Non-Pennsylvania residents, a report of "Federal Criminal Record Information" from the FBI is required in addition to the Pennsylvania State Police Report.

The determination whether the provisions of this Act are applicable to this project will be made by the District.

- b. If this box is checked , Act 34 requirements will apply.
- c. Contractors who comply with conditions of Act 34 shall be required to do the following:
- 1) Present the original document(s) – Report of Criminal History Record Information from the Pennsylvania State Police; Report of Federal Criminal History Record Information from the Federal Bureau of Investigation to the School Business Administrator prior to the beginning of work in the District. The District will retain a copy of the background check information and will note on that copy the date on which the original document was inspected and the name of the administrator who viewed the original. This copy will be retained by the District with the original being returned to the contractor.
 - 2) If any new employees are added to the work force during the course of the work, such employee(s) must follow this same procedure described above prior to any work at the District.
 - 3) All costs for the Criminal History Information check(s) will be borne by the prospective independent contractor.
 - 4) The District will notify the contractor in writing if the decision not to employ the contractor or the contractor's employee(s) is based in whole or in part on criminal history record information.
 - 5) The District will follow the regulations promulgated by the State Board of Education concerning the confidentiality of the Criminal History Record Information obtained pursuant to the Act.

11. **EQUAL OPPORTUNITY EMPLOYER**

The District is an equal opportunity employer.

12. **DISCRIMINATION**

Bidder shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

13. **NON-COLLUSION AFFIDAVIT**

A fully executed Non-Collusion affidavit must be submitted with all bids (attached). Failure to submit the Non-Collusion Affidavit with the bids shall result in the bid being disqualified.

14. **QUALITY INSPECTION**

All of the items delivered shall be subject to the inspection and approval of an authorized employee of the Radnor Township School District. In the event that any of the said articles shall be rejected as unsuitable or not in conformity with the specifications, such articles shall at once be removed by the bidder and other articles of proper quality, as set forth in the specifications, shall be furnished in their place, all at the sole expense of the bidder. Should the bidder default, the School District may procure such property or services from other sources in any manner provided by law and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property or services to be replaced or substituted.

15. **RETURN ITEMS**

Returned items will not be subjected to any charges leveled against the Radnor Township School District.

SPECIAL NOTES

1. **No Substitution**

If an item is marked "No Substitution," it will be strictly enforced. Please note that where NO SUBSTITUTION is specified there is no blank to provide for an alternate product. In those cases if an alternate product is entered it will be ignored during the bid tabulation process.

2. **Quantity Sizes**

The vendor is fully responsible to bid prices based on a specified quantity noted on an item, i.e. 20/case.

If a quantity size or unit of measure differs from those outlined in the specifications, the vendor submitting a bid must make note of the accurate quantity size or unit of measure the price is based on.

If a vendor does not specify that its price is based on a different quantity allotment than what was requested at the time of bid, vendor will be responsible to deliver at the price and quantity awarded.

3. Questions

Any questions concerning specifications for this bid are to be referred to Michelle A. Diekow by e-mail at michelle.diekow@rtsd.org

RADNOR TOWNSHIP SCHOOL DISTRICT
135 S. Wayne Avenue
Wayne, PA 19087

Legal Notice

The Radnor Township School District is accepting sealed bids for the following 2019-2020 school year materials:

Winter Athletic Supplies and Equipment.

The bids addressed to Michelle A. Diekow, Business Administrator, will be received at the Administration Building, 135 S. Wayne Avenue, Wayne, PA 19087 until 1:00 PM, local time, September 4, 2019, at which time the bids will be publicly opened and read.

All information concerning specifications may be obtained from the District's web site at www.rtsd.org by clicking on the home page under Quick Links – Bids and RFP's

The Radnor Township School District reserves the right to reject any or all bids and to make the award in the best interest of the School District.

Michelle A. Diekow, Secretary
Board of School Directors

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

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 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 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 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.

NON-COLLUSION AFFIDAVIT

State of _____ : Contract/Bid Title: _____
: s.s.
County of _____ :

I state that I am _____ of _____
(Title)

(Name of 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 the 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 noncompetitive bid or other form of complementary 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 noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees are

(Name of firm)

not under investigation by any governmental agency and have not in the last three 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

(Name of firm)

that the above representations are material and important, and will be relied on by **Radnor Township School District** in awarding the contract(s) 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 **Radnor Township School District** of the true facts relating to the submission of bids for this contract.

(Signature, Name & Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF



(Notary Public)

My commission expires: _____

RADNOR TOWNSHIP SCHOOL DISTRICT

135 S Wayne Avenue

Wayne, PA 19087

VARSIY ATHLETICS WINTER SUPPLIES BID SPECIFICATIONS

1. The items specified comprise **Bid # 12 – Varsity Athletics Winter Supplies** for the 2019-20 School Year. The quantities represent estimated requirements and actual orders may vary depending upon bid prices.
2. Where appropriate unit bid prices must be identified as to quantity/packaging; prices must remain firm until November 30, 2019 and be net delivered. **A current catalog and a web-site address must accompany ALL bids.**
3. Awards and orders for these supplies will be issued against **CURRENT FUNDS of the 2019-20 year for immediate shipment**, billing and payment. Award shall be no later than September 24, 2019. The award shall be made on an item-by-item basis.
4. **Any changes or additions to the list item description must be noted in the blank space directly below the item.** Whenever possible, please include a current copy of your catalog and list the page number of the alternate item. **IMPORTANT! In the case of “NO SUBSTITUTIONS” items, alternate bids shall not be considered.**
5. **All prices must be NET delivered.**
6. Radnor Township School District reserves the right to make the award to the lowest responsible bidder who adheres to all of the conditions of the bid as stipulated herein. Bidders may bid on any one or all items listed herein.
7. It is the intent of the School District to release actual purchase orders to the successful bidders by September 27, 2019. All deliveries must be made by October 25, 2019. The School District reserves the right to cancel any or all back orders after November 15, 2019. Failure to complete delivery by the specified time may result in the bidder being designated as non-responsive, and therefore disqualified from bidding on future requirements.
8. The following is a list of the 2 locations to which these supplies could potentially be delivered:

Radnor Middle School

150 Louella Avenue

Wayne, PA 19087

Radnor High School

130 King of Prussia Road

Radnor, PA 19087

**Vendor Bid Form 2019-2020
 Varsity Athletics Winter (12)**

* Indicates Hazardous Materials

Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 12 - Varsity Athletics Winter						
BASKETBALL						
8810	—013	BASKETBALL, GAME BALL, RAWLINGS, PIAA 295, PIAA APPROVED	2.00	EA		
		Alternate Bid: _____				
8810	—014	WOMENS BASKETBALL, RAWLINGS EDGE	2.00	EA		
		Alternate Bid: _____				
8810	—015	SPALDING BASKETBALL TF1000 LEGACY NFHS WOMEN'S 28.5	8.00	EACH		
		(No Substitutions)				
8810	—020	BOYS BASKETBALL, SPALDING TF1000 OR EQUAL, COMPOSITE LEATHER, DISPLAY NFHS LOGO	12.00	EA		
		Alternate Bid: _____				
8810	—040	BASKETBALL, PRACTICE JERSEYS, REVERSIBLE, UNDERARMOUR, "RADNOR BASKETBALL" ON FRONT, NUMBERS ON BACK, MAROON AND WHITE, SIZES TO BE DETERMINED,	20.00	EA		
		(No Substitutions)				
8810	—041	BASKETBALL, PRACTICE JERSEYS, REVERSIBLE, NIKE, "RADNOR BASKETBALL" ON FRONT, NUMBERS ON BACK, MAROON AND WHITE, SIZES TO BE DETERMINED,	24.00	EACH		
		(No Substitutions)				
8810	—060	BASKETBALL STORAGE CART, HOLDS 15 BALLS	2.00	EA		
		Alternate Bid: _____				
8810	—065	CHAMPION SPORTS DELUXE SUPER BASKETBALL NET, 12 LOOPS, 21" LONG, MODEL #417	10.00	EA		
		(No Substitutions)				
8810	—101	12" X 18" BASKETBALL PLAY MAKER DAY ERASE BOARD, FULL COURT ON 1-SIDE, 1/2 COURT ON BACK. CLIP, BLACK, KORNEY BOARD AIDS OR EQUAL	2.00	EA		
		Alternate Bid: _____				

**Radnor Township School District
 Vendor Bid Form 2019-2020
 Varsity Athletics Winter (12)**

* Indicates Hazardous Materials

Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 12 - Varsity Athletics Winter						
8810	—104	SPORT WRITE DRY ERASE BOARDS <i>(No Substitutions)</i>	3.00	EACH		
8810	—110	MARKWORT MARK V BASKETBALL SCOREBOOK, 8.5" X 11", WIREBOUND BOOK WITH HARDCOVER, COMPREHENSIVE, EASY TO USE, SCORES 30 GAMES, 14 PLAYERS, MK5 <i>(No Substitutions)</i>	10.00	EA		
8810	—130	TRAC MATE REFILL SHEETS, 14" X 23", TO SHEETS/PKG, FOR USE WITH THE SLIPP-NOTT TRAC MATE TRACTION SYSTEM, #TM50 <i>(No Substitutions)</i>	1.00	PK		
STOPWATCHES						
8860	—020	ROBIC SC-707W 100 DUAL MEMORY STOPWATCH/TARGET TIMER <i>(No Substitutions)</i>	4.00	EA		
WINTER TRACK						
8879	—011	PYRAMID SPIKES, 1/4", 100 BAG <i>(No Substitutions)</i>	8.00	EACH		
WRESTLING						
8882	—010	WRESTLING HEADGEAR, CLIFF KEEN SIGNATURE, 4 STRAP FOAM HEADGEAR, BLACK <i>(No Substitutions)</i>	10.00	EA		
8882	—020	WRESTLING KNEEPADS, ASICS SUPER, BLACK <i>(No Substitutions)</i>	10.00	EA		

**Radnor Township School District
 Vendor Bid Form 2019-2020
 Varsity Athletics Winter (12)**

* Indicates Hazardous Materials

Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 12 - Varsity Athletics Winter						
8882	—031	MATGUARD LG WIPES - TUB OF 65 WIPES Alternate Bid: _____	1.00	EA	_____	_____
8882	—041	MAT TAPE, 4" X 84', 16 ROLLS/CASE Alternate Bid: _____	4.00	CS	_____	_____
8882	—050	MAT CLEANER, POWDER, 36 PACKETS/CASE DISINFECTS AND CLEANS, MC8 OR EQUAL Alternate Bid: _____	1.00	CS	_____	_____
8882	—053	DEFENSE SOAP BODY WIPES 400 COUNT <i>(No Substitutions)</i>	2.00	EACH	_____	_____
8882	—071	WRESTLING SCOREBOOK, GLS #13-WSB Alternate Bid: _____	2.00	EA	_____	_____
8882	—072	WRESTLING SCOREBOOKS, GLS #13.WSB Alternate Bid: _____	1.00	EA	_____	_____
8882	—087	THE SOLE MAT - RUBBER MAT ONLY <i>(No Substitutions)</i>	1.00	EACH	_____	_____
8882	—089	THE SOLE MAT - DRYING MAT <i>(No Substitutions)</i>	1.00	EACH	_____	_____
8882	—101	UNIFORM: NIKE TEAM ID SAVAGE, FRONT MAROON, BACK MAROON, INSET BLACK, BUSSET STRIPE BLACK, NECKLINE BLACK, TEXT ATHLETIC SHADOW, RHS 2 COLOR, WHITE/BLACK SUBLIMATION, "R" ON RIGHT THIGH, SIZES TO BE DETERMINED <i>(No Substitutions)</i>	35.00	EA	_____	_____

25 Items for Category (Varsity Athletics Winter)

Grand Total: _____

RADNOR TOWNSHIP SCHOOL DISTRICT

135 S Wayne Avenue

Wayne, PA 19087

BID SUBMISSION FORM

BID #12 VARSITY ATHLETIC WINTER SUPPLIES FOR 2019-20

We, the undersigned, herewith bid and agree to furnish the Radnor Township School District, 135 S. Wayne Avenue, Wayne, PA 19087, any one or all of the items that we have specified at the prices set opposite each item on the attached forms.

This bid is subject to all of the terms of the Specifications and the General Conditions and Instructions. We hereby enter into a written contract to furnish the items specified to the Radnor Township School District in exact accordance with these Specifications, General Conditions and Instructions and at the price(s) stated.

We agree that all items will be shipped as specifically outlined on each individual purchase order generated by the District regardless of the amount of the total bid award or the number of purchase orders received with similar "ship to" addresses. We acknowledge and agree that combining purchase order shipments is permissible ONLY if the shipment has been presorted by individual purchase order and clearly labeled as such in the combined shipment. We also acknowledge and agree that any combined shipments received that do not follow this procedure will be returned to the vendor and the order cancelled. Additional costs for adherence to this provision must be built into the unit pricing provided in the bid submission

TOTAL AMOUNT OF BID: \$ _____

OF LINE ITEMS BID: _____

DATE

SIGNATURE OF
INDIVIDUAL AUTHORIZED TO SUBMIT BIDS

COMPANY NAME

PRINTED / TYPED NAME

ADDRESS

TITLE

CITY, STATE, ZIP

PRIMARY CONTACT PERSON

PHONE NUMBER

E-MAIL ADDRESS

FAX NUMBER

ADDITIONAL CONTACT
IF PRIMARY CONTACT IS UNAVAILABLE



DID YOU REMEMBER

- to include your fully executed Non-Collusion Affidavit
- to include your fully executed Bid Submission Form
- sealed bids must be sent to:
 - Michelle A. Diekow, Business Administrator Radnor Township School District
 - 135 S. Wayne Avenue Wayne, PA 19087

Any questions concerning specifications for this bid are to be referred in writing to Michelle A. Diekow by e-mail at michelle.diekow@rtsd.org