NORTHAMPTON AREA SCHOOL DISTRICT
REQUEST FOR BIDS

The Northampton Area School District will receive sealed bids until 11:00 a.m., prevailing time, on March 19th, 2026 for the following: Cleaning Supplies
Maintenance Supplies
General Supplies

Specifications are available at https://www.nasdschools.org/page/bid-information or at
Northampton Area School District, Business Office,
2014 Laubach Avenue, Northampton, Pennsylvania, 18067
Jason Williamson, Assistant Business Administrator

PROPOSAL SUMMARY

_____ BIDDER (Company Name)

Northampton Area School District
Business Office
2014 Laubach Avenue
Northampton, Pennsylvania, 18067

_____ ADDRESS
_____
_____ DATE
_____ Contact Person
_____ Telephone
_____ Email

This proposal is submitted in accordance with your advertisement and specifications to the Northampton Area School District. The undersigned proposes to furnish the items listed below for the following bid prices. Bids for MULTIPLE categories must be totaled on this one proposal page as follows:

Cleaning Supplies $_____

Maintenance Supplies $_____

General Supplies $_____

(BID CATEGORIES MUST BE TOTALED) **TOTAL $_____**

All items must be delivered after July 1, 2026 and before August 6, 2026.

The following bid security accompanies this bid: (Not less than 10% of the total bid)

Type _____ Amount_____

The following indicates any discrepancies between this bid and the School District's general specifications, such as alternates, shipping terms, minimum amount of orders, etc.

_____

_____

***********Signature is required in this area if an amendment and/or an addendum has been issued***********

The undersigned hereby acknowledges receipt of the following bulletins, and has prepared his proposal accordingly:

Bulletin # _____ Dated _____
Bulletin # _____ Dated _____

_____ _____
Name Date

SIGNATURES

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

INDIVIDUAL BIDDER:

Witnessed By:

_____

_____ (Signature of Individual)

Trading and doing business as

* _____

****

PARTNERSHIP BIDDER:

Witnessed By:

_____

_____ (Signature of Partner)

Witnessed By:

_____

_____ (Signature of Partner)

Trading and doing business as

* _____

*(1) If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement: The foregoing fictitious or trade name (has) (has not) been registered under Pennsylvania Law.

(2) The partners constituting the partnership herein named are:

Partner _____ Address _____

Partner _____ Address _____

****

SIGNATURES (continued)

CORPORATE BIDDER:

** _____
(Name of Corporation)

BY: _____
(Specify President or Vice President)

ATTEST:

_____
(Specify Secretary or Asst. Secretary)

Or if appropriate:

(Corporate Seal)

*** _____

(Authorized Representative)

_____
(Typed Name and Title)

NORTHAMPTON AREA SCHOOL DISTRICT
General Bid Specifications

A. PREPARATION OF BIDS

1. All proposals **MUST** be submitted on the attached bid forms supplied by the School District. Bids must be typewritten or printed in ink. The bid packet includes: Advertisement, Proposal Summary with signature page, General and Detailed Specifications, Non-Collusion Affidavit, and Vendor Portal Access information.

2. Bids shall show unit and total prices per item. Each category shall be totaled and listed on the Bid Proposal Summary. All categories shall be summarized for a total bid proposal amount. Should figures be irreconcilable, the lowest unit price to the Northampton Area School District shall govern and awards will be made on this basis.

3. The School District is exempt from Federal Excise and Pennsylvania Sales and Use Tax (Exemption Number 76-484903). Do not include these taxes in your bid.

4. The naming of a manufacturer is for the purpose of clarification or identification and does not preclude the use of products of other manufacturers, if said products are all **equal** to those referred to in the specifications. Bidders offering any article other than the specific make, brand or manufacturer named in this bid must so state in each instance; otherwise, their bids will be considered as being based upon furnishing the specific make, brand, and manufacturer as stated in the specifications. If equipment or material other than the recommended standard of quality is bid upon, the bidder must indicate that he is bidding an alternate **and** include a sample of that item.

5. It is the responsibility of the bidder to indicate on the Proposal Summary any discrepancies between his bid and the School District's specifications. In the absence of the same, acceptable bids will be presumed conclusively to be based solely on the School District's specifications. All bidders, upon request, and at their expense, must be prepared to present and demonstrate samples for examination. Samples shall be removed at bidder's expense.

6. Bidders who find discrepancies in the specifications or are in doubt shall at once notify the Northampton Area School District. If it is deemed necessary, instructions in the form of bulletins will be issued to all bidders by mail, e-mail or fax. The School District will not be responsible for any oral instructions.

7. Indicate on the Proposal Summary the maximum number of days required for delivery after notification of award. All bids shall be on a F.O.B. Destination, Freight Prepaid basis. Awards shall be delivered where specified within the Northampton Area School District.

8. All supply items must be **new.** Items with a shelf life **must not expire** before the end of the school year (approx. 13 months from date of award).

9. All equipment must be **new** and checked out for operating performance before delivery and delivered in a set-up, operating condition. All bidders must provide authorized service on equipment bid items. Any materials and equipment furnished by the bidder shall be guaranteed from faulty materials or workmanship and shall be guaranteed for one (1) year, normal wear and tear excluded, and shall be replaced if necessary on determination by the Northampton Area School District.

10. Detailed Bid Specifications (Attachment B).

B. SUBMITTAL OF BID

1. Proposals shall be submitted to the School District properly executed by the bidder.

2. The 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, and must be notarized. The Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to Pennsylvania Antibid-Rigging Act., P.S. 1611 et.seq., governmental agencies shall require Non-Collusion Affidavits to be submitted with bids. (See Attachment A 1-2; Affidavit and Instructions.)

3. If the total of the bid proposal exceeds $10,000, the proposal shall be accompanied by a certified check, bank cashier's/treasurer's check, or bid bond, payable to the Northampton Area School District in an amount not less than ten percent (10%) of the total amount of the bid, to be retained by the Northampton Area School District if the successful bidder, within sixty (60) days after tentative award, fails to enter into the contract with the School District. The bid security may also be retained by the School District to be applied against such other damages as may incur.

4. Bids will be received at the Northampton Area School District - Administration Office, 2014 Laubach Avenue, Northampton, PA 18067, prior to the due date and time. Bids must be submitted in a sealed envelope and clearly marked on the outside with the category of bid and date due, for example: **"SEALED BID DUE March 19, 2026 – Cleaning Supplies."**

5. Bids shall be publicly opened at the office of the Assistant Business Administrator, Northampton Area School District - Administration Office at the address stated above.

6. Each bid shall be irrevocable for a period of one-hundred and twenty (120) days from the date of opening. The School Board reserves the right to reject any or all bids and/or waive technicalities and informalities for the best interest of itself and the School District. The Board further reserves the right to increase or decrease the number of items called for on the bidding form, the decreased or increased quantity to be furnished by the successful bidder at the unit price quoted.

C. AWARD

1. The School Board shall accept the bid of the lowest responsible bidder, kind, quality, and material being equal but shall have the right to reject any and all bids, or select a single item from any bid.

2. Bids will be considered on an item-by-item basis. Bids with lump sum discounts will not be considered.

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

D. DELIVERY / INVOICING

1. All items that are applicable to the Pennsylvania "Worker and Community Right to Know Act" shall include the proper labeling statement clearly marked. The Material Safety Data Sheets shall accompany all incoming products or supplies that are subject to the referred act, including bid samples. Failure to properly label each individual product and the carton, container or package in which the product is shipped shall result in the rejection of the shipment.

2. Invoices will be paid when the purchase order is complete. No partial payments will be made.

E. REQUEST FOR INFORMATION

Procedures for requesting public records can be accessed via the District's website http://www.nasdschools.org. Prevailing fees for duplication services, mailing costs, and excessive staff time will be assessed and payable prior to release of documents.

BY ORDER OF NORTHAMPTON AREA SCHOOL BOARD

Jason Williamson
Assistant Business Administrator

ATTACHMENT A-1

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 734 P. S. §§ 1611 ~t seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

1. 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.

2. 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 be assured that each statement is true and accurate, making diligent inquiry, as necessary, of all persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

3. 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.

4. 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.

5. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

ATTACHMENT A-2

NON-COLLUSION AFFIDAVIT

State of_____: Contract/Bid No. _____

County of _____: S.S.

I state that I am the _____ 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 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 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,
[Name of my firm]
officers, directors and employees are not currently 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 that the above [Name of my firm] representations are material and important, and will be relied on by the NORTHAMPTON AREA 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 the NORTHAMPTON AREA SCHOOL DISTRICT of the true facts relating to the submission of bids for this contract.

SIGNED: _____
[Authorized Person]

NOTARY SECTION:
SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF _____, 20____.

SIGNED/ SEALED BY _____
[Notary Public]

My Commission Expires:

ATTACHMENT B

NORTHAMPTON AREA SCHOOL DISTRICT
Detailed Bid Specifications
For Supplies

1. If equipment or material other than the recommended standard of quality is bid upon, the bidder must include a sample for that item and must indicate that he is bidding an alternate item. (see General Bid Specifications—Item 4 for more detail)

2. When a vendor submits multiple bids for an item, the School District reserves the right to accept only one of the bid responses; thus, the bid response that most closely resembles the item's specifications.

3. All items are to be delivered to the designated location or locations in the School District with freight and drayage charges prepaid. All freight and shipping charges are to be assumed by the successful bidder. Acceptance of delivered item/items upon which freight and drayage are not prepaid will be refused. Deliveries are to be made between 8:00 AM and 2:00 PM Monday through Thursday inside the designated buildings between July 1, 2026 and August 6, 2026. The School District shall be notified one day in advance of all deliveries.

   DELIVERIES FOR CLEANING, MAINTENANCE, & GENERAL SUPPLIES SHALL BE DELIVERED TO ONE LOCATION:

   NASD Maintenance Building, 100 Held Drive, Northampton, PA

4. Invoices shall be dated no earlier than July 1, 2026.

5. All shipments are to be clearly labeled by the supplier as to the school for which they were ordered, as per information on our Purchase Order. The Purchase Order number must appear on both the packing slip enclosed with the shipment and on the outside of the package. Cartons are to be labeled as to content, for example: Cleaning Supplies, etc.

6. NO SUBSTITUITIONS - The School District will not accept substitutions on any awarded item unless the School District has agreed to the substitution **prior** to shipment.

7. Detailed categorical listings of supplies are available in the Vendor Portal or by request.

8. Bid proposal and all supply categories are available in PDF format, and can be downloaded from the Vendor Portal.

ATTACHMENT C

NORTHAMPTON AREA SCHOOL DISTRICT
Vendor Portal Access Information

1. Email Jaime Keller at kellerj@nasdschools.org for access to the Vendor Portal with the following:
    a. Vendor Name
    b. Contact Name
    c. Email Address
    d. Category Requested: Cleaning, Maintenance, General

2. You will receive a welcome email when you have been added to the Vendor Portal. Instructions for the Vendor Portal will be included in the welcome email and can be downloaded at any time from the Vendor Portal.

3. After submission of the bid worksheets in the Vendor Portal, please remember to sign and return the bid packet and bid security (if required) by the submission deadline.

District Bidding Contacts:

Jaime Keller
Administrative Assistant
610-262-7811 x20204
kellerj@nasdschools.org

Jason Williamson
Assistant Business Administrator
610-262-7811 x20322
williamj@nasdschools.org