

**SOUTH WESTERN SCHOOL DISTRICT**

**SPECIFICATIONS**

**FOR**

**MUSICAL INSTRUMENTS AND EQUIPMENT**

**225 Bowman Road  
Hanover, PA 17331**

**SOUTH WESTERN SCHOOL DISTRICT**  
**SPECIFICATIONS FOR**  
**MUSICAL INSTRUMENTS AND EQUIPMENT**

**March 12, 2023**

The Board of School Directors of the South Western School District (the "School District" or "Owner") invites sealed bids on the general category noted above and specific items and/or services detailed in the attached documents. General bid conditions are listed below. It is the responsibility of each bidder to read and be aware of the conditions for bidding.

These specifications outline general conditions for bidding. Some specification item may not be applicable to a specific bid. If you are uncertain if a specification item applies, please contact Mr. Jeffrey A. Mummert, Business Administrator (717-632-2500 x20100) for clarification prior to submitting a bid.

**A. GENERAL REQUIREMENTS FOR ALL BIDS**

1. **Advertisement:** The School District will accept sealed bids for the purpose of purchasing musical instruments and equipment until **2:00 PM** prevailing time, **Thursday, April 13, 2023**, at which time they will be publicly opened and read. Bidding documents, including instructions, specifications, bid forms and information can be obtained by contacting Julie Laudicina, Purchasing Clerk, 225 Bowman Road, Hanover, PA 17331. Bids must be clearly marked "**MUSICAL INSTRUMENTS & EQUIPMENT BID**", identify the bidder, and be forwarded in a sealed envelope to Mr. Jeffrey A. Mummert, Business Administrator/Board Secretary, at the same address.
2. **Bid Delivery.** Bids may be delivered to the School District in person, via U.S. mail or overnight carrier. Bids may not be submitted via facsimile or e-mail. Bidders assume all responsibility for timely delivery of bids.
3. **Bid Identification:** All bids must be identified as to the nature of contents in the lower left corner of the envelope, such as "**MUSICAL INSTRUMENTS & EQUIPMENT BID**"
4. **Bidder's Response:** All responses must be typewritten or written in ink and must be clearly identified with any changes or conditions noted. The School District reserves the right to reject any bid which contains changes or conditions from the bidding documents.
5. **Signature:** Each bid must be signed in ink by an authorized company representative giving his/her title and date.
6. **Bid Opening:** All bids must be delivered to South Western School District, 225 Bowman Road, Hanover, PA 17331, **prior to 2:00 PM** prevailing time, **on Thursday, April 13, 2023**, at which place and time they will be publicly opened and read. A bid tabulation will be prepared by the School District and made available to bidders following the Bid Opening.

desire to furnish an alternate product, such bid must be accompanied by product specifications and data demonstrating that such product is an equal to the product so specified. The District reserves the right, in its sole discretion, to determine whether the alternate product meets the minimum standard of quality and performance of the product specified. In the event such alternate item is deemed to NOT meet the minimum standard of quality and performance, bidder shall provide the product specified at the same bid price as bidder submitted with its bid.

15. **Bid Security:** All bids shall be accompanied by a Bid Bond or Certified Check drawn to the order of the South Western School District in an amount equal to ten percent (10%) of the amount of the bid as a guarantee that the bidder will execute a formal contract and furnish bonds and proof of insurance (if required) as specified should the bidder be awarded the contract. Failure of bidder to execute the contract, once awarded, and/or to provide required bonds and proof of insurance will result in bidder's certified check or bid bond being declared forfeited as liquidated damages, and not as a penalty, to compensate Owner for any and all costs associated with bidder's default and all obligations of the Owner in connection herewith will be cancelled. Certified checks will be returned to the unsuccessful bidders after the awarding of the contract and after the successful bidder has furnished a Performance and/or Payment bond and proof of insurance.
16. **Delivery Schedule:** **Orders will be placed July 1, 2023 and delivered to** as stated in the specifications on Purchase Order, should be agreed upon with the District. All prices shall include inside delivery for all musical instruments/equipment. In the event that any of the said articles shall at once be removed and other articles of quality as set forth in the specifications shall be furnished in place hereof at the expense of the successful bidder.
17. **Non-Collusion Affidavit:** The enclosed Non-Collusion Affidavit must be executed and submitted with the bid document.
18. **Default:** Failure to conform to bid conditions or contract documents or purchase order shall result in the bidder being required to remove said item and repair or replace at no cost to the South Western School District. If bidder does not correct non-conformance within a specified time by South Western School District, the District has the right to remove and/or replace with items or services from the open market and any costs shall be the responsibility of the bidder.

## NOTICE TO BIDDERS

The South Western School District will receive sealed bids to provide Musical Instruments and Equipment Bid until **2:00 P.M.** local time **April 13, 2023**. Specifications and bid forms may be obtained at the Administration Office, 225 Bowman Road, Hanover, PA 17331. The Board reserves the right to reject any or all bids and to award a contract, which may be in the best interest of the school district.

Jeffrey A. Mummert, Board Secretary  
SOUTH WESTERN SCHOOL DISTRICT

SOUTH WESTERN SCHOOL DISTRICT  
225 Bowman Road  
Hanover, PA 17331

**FORM OF PROPOSAL**

Gentlemen:

We, the undersigned, herewith propose and agree to furnish to the South Western School District any item or items at the net prices set opposite each item on the attached sheets.

This proposal is subject to all the terms of the Contract Documents which include the Advertisement for Bids, Information to Bidders, General Conditions of the Bid, Special Conditions, if any, the Specifications for the Supplies and/or Materials desired, and we hereby agree to enter into a written contract to furnish such item(s), as may be awarded to us, and to furnish such security as these specifications require.

We understand that the South Western School District reserves the right to reject any or all bids or any portion thereof not deemed satisfactory, or to select single items from any bid.

**( ) ANY SPECIAL CONDITIONS OF THIS BID PROPOSAL MUST BE ATTACHED TO THIS FORM OF PROPOSAL.**

SOUTH WESTERN SCHOOL DISTRICT  
 225 BOWMAN ROAD  
 HANOVER, PENNSYLVANIA 17331  
 PHONE (717) 632-2500

***MUSICAL INSTRUMENTS & EQUIPMENT BID***

	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Yamaha Clavinova CVP-701 Digital Piano	4		
2	ClaviMover Digi-Dolly	4		
3	King 1121 Ultimate Series Marching F Mellophone 1121Sp Silver	6		
4	23" Ludwig Standard Series Polished Copper Timpani w/Gauge Model: LUD-LTS423PG	1		
	<b>GRAND TOTAL</b>			

**Company Name**

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Check One:

Complete Bid: \_\_\_\_\_

Partial Bid: \_\_\_\_\_

## 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

Contract/Bid No. \_\_\_\_\_

State of \_\_\_\_\_ :  
:S.S.

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 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  
[Name of my Firm]  
and employees are not currently under 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  
[Name of my firm]  
above representations are material and important, and will be relied on by South Western 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