

SOUTH WESTERN SCHOOL DISTRICT

SPECIFICATIONS

FOR

TECHNOLOGY EQUIPMENT - Laptop

**225 Bowman Road
Hanover, PA 17331**

SOUTH WESTERN SCHOOL DISTRICT
225 Bowman Road
Hanover, PA 17331
March 28, 2023

INVITATION TO BID

The South Western School District invites sealed bids for supplying **TECHNOLOGY EQUIPMENT - Laptop**. Bids will be received until **2:00 PM** prevailing time on **Tuesday, April 18, 2023**, in the South Western School District Administrative Office, (same address) at which time and place they will be publicly opened and read.

No bidder may withdraw their bid for a period of ninety (90) days after the date of opening of bids.

The Board reserves the right to reject any or all bids and to waive, at its discretion, any irregularities, mistakes, omissions or informalities relative thereto.

Bid requirements and specifications may be obtained from the South Western School District Business Office at the above address or by calling (717) 632-2500 x20110.

SOUTH WESTERN SCHOOL DISTRICT

Jeffrey A. Mummert
Business Administrator/Board Secretary

SOUTH WESTERN SCHOOL DISTRICT

SPECIFICATIONS FOR TECHNOLOGY EQUIPMENT - Laptop

March 28, 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 items 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

1. **Advertisement:** The South Western School District will accept sealed bids for the purpose of purchasing Technology Equipment until **2:00 PM prevailing time, Tuesday, April 18, 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 Mr. Jeffrey A. Mummert, Business Administrator/Board Secretary, 225 Bowman Road, Hanover, PA 17331. Bids must be clearly marked “**TECHNOLOGY EQUIPMENT BID - Laptop**”, 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 also be submitted electronically to the following email address: techbid@southwesternsd.org**. 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 “**TECHNOLOGY EQUIPMENT - Laptop**”.
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 Tuesday, April 18, 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.
7. **Terms:** For the purposes of these specifications, the term “**Vendor**” or “**Contractor**” shall be the successful bidder or company.

8. **Payment:** Payment shall be approved upon receipt of the invoice and all units and service in a condition acceptable to South Western School District at its sole discretion where said payment has been approved by the Board of School Directors at its regularly scheduled monthly meeting.
9. **Reservation:** The Board of School Directors of the South Western School District reserves the right to reject any or all bids or parts of bids and may waive any informalities, technicalities, or irregularities, and to increase or decrease the number of items bid or scope of work with any corresponding increase or decrease in the price.
10. **Right-to-Know:** All bidding information, bid documents and the contract(s) awarded shall be subject to public disclosure upon request in accordance with the Pennsylvania Right-to-Know law, as amended and supplemented from time to time.
11. **Material Safety Data Sheets:** All bid items that require Right-to-Know information must be accompanied by a Material Safety Data Sheet (MSDS) listing all materials considered hazardous under the law. All items awarded must be properly labeled to conform to the Right-to-Know laws by the successful bidder.
12. **Unit Pricing:** Bids on equipment and supplies must show unit and total prices and where the figures are irreconcilable; awards will be made on the basis of the unit prices. Such unit prices will be deemed to include all charges whatsoever and the South Western School District shall not be liable for any additional charges for equipment or supplies other than shown on the bid. **The unit price should be rounded to the nearest cent.**

Bid figures shall include permit fees, inspection fees, and **all charges including inside delivery at the destination** called for in these specifications.

13. **Tax-Exempt:** The South Western School District is exempt from certain Pennsylvania sales tax and Federal taxes. The South Western School District will complete Federal Excise Tax Exemption Certificates when requested and furnished by the vendor. The School District is exempt from certain Pennsylvania State Sales Taxes under exemption number 76-67640-1. Bidder shall review any applicable sales tax exemptions and regulations and shall include or exclude sales tax on items, supplies or equipment in accordance with the same.
14. **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. Any deviation from these specifications must be documented. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications." A bid containing an alternative, which does not meet the specifications, may be declared non-responsive. If bidders 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: (Not required for this bid)** 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 as soon as possible, and **delivered to South Western High School, 200 Bowman Rd, Hanover PA 17331** as stated in the specifications, should be agreed upon with the District, with at least 24 hours prior notice. **The vendor must notify Mr. Doug Greenholt, Director of Technology, at ext. 20103, or Mr. Bernie Noel, Network Systems Specialist. at ext. 20106, so that a District representative can be present when the materials are received.** All prices shall include delivery to the designated building. 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.
19. **Contact Person(s):** All bidders are **directed to contact Mr. Doug Greenholt, Director of Technology, at (717) 632-2500 x20103** for questions regarding the detailed specifications for the devices. Questions regarding the general bidding requirements should be directed to Mr. Jeff Mummert, Business Administrator/Board Secretary, at (717) 632-2500 x20100.
20. **Liquidated Damages: (Not required for this bid)** If the Laptops are not delivered by the close of business on n/a, liquidated damages will be imposed at the rate of \$0 per day until the entire order is complete.
21. **Liability:** Vendor will be responsible for any damage to property caused by the Vendor or his agents. Vendor further covenants and agrees to assume and does hereby assume all liability for, and shall and does agree to indemnify and save harmless the School District against any and all loss, costs, suits, claims, charges, or damages, or injuries, torts, or trespasses happening in and about, or in any way incident to, or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense.

22. **Bid/Price Dates:** No bidder may withdraw their bid for a period of 90 days after the date set for opening bids.
23. **Samples:** The South Western School District reserves the right to require bidder to ship sample(s) at bidder's expense and to require the bidder to remove sample unit(s) at bidder's expense. The District reserves the right to reject sample(s) as not meeting specifications at its sole discretion.
24. **Number of Units to be Ordered:** 75 laptops-Touchscreen to be ordered immediately upon South Western School District Board of Directors approval.

NOTICE TO BIDDERS

The South Western School District will receive sealed bids to provide Technology Equipment until **2:00 P.M.** local time **April 18, 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
SPECIFICATIONS
TECHNOLOGY EQUIPMENT - Laptop**

ITEM #1 – Laptop – QUANTITY: 75 (See page 6, Item #24)

- **Minimum specifications based on Dell 5320 2 in 1 Latitude**

Minimum specifications for this model:

- 13.3" FHD (1920 x 1080) IPS Anti-glare multi-touch
- Intel® Core™ i5-1145G7 Processor (2.60GHz, 8MB Cache) 16GB RAM
- 512GB SSD
- Intel® Iris® Xe graphics for I5-1135G7 processor with Thunderbolt and 8 GB memory
- Intel Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2
- Windows 11 Professional 64-Bit
- Battery: 3-cell or better AND 50 WHr or higher
- Webcam
- Backlit Keyboard
- Warranty: 3YR Depot Warranty

DELIVERY OF TECHNOLOGY EQUIPMENT SHOULD BE AS FOLLOWS:

**South Western High School
200 Bowman Road
Hanover, PA 17331
ATTN: Doug Greenholt**

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.

Continued

The undersigned bidder certifies to having read the Advertisement for Bids, Conditions of Bid or Proposal, Instructions to Bidders, and Specifications, and offers to furnish supplies and/or materials as specified to the School District in exact accordance with these specifications and conditions at the prices stated on the attached forms.

If Bidder is an Individual,

SIGNATURE _____

ADDRESS _____

TELEPHONE _____

If Bidder is an Individual
Trading under a Fictitious
Name, or is a Partnership,
Title

SIGNATURE _____

TRADING AS _____

ADDRESS _____

TELEPHONE _____

If Bidder is a Corporation,
Fill in Corporate Name and
Sign:

NAME _____

ADDRESS _____

SIGNATURE _____

President

SIGNATURE _____

Secretary

SIGNATURE _____

**SOUTH WESTERN SCHOOL DISTRICT
TECHNOLOGY EQUIPMENT - Laptop**

Item	Unit Cost	Total Bid Price
1 – Laptop (75)		

Please indicate anticipated delivery date based on 4/27/2023 order date. _____

Company Name: _____

Company Address/Phone No:

Company Signature/Title:

(Signature)

(Title)

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 from South Western 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 _____, _____

Notary Public

My Commission Expires:

2785K