

**BETHLEHEM AREA SCHOOL DISTRICT**  
**1516 SYCAMORE STREET**  
**BETHLEHEM PA 18017**

**REQUEST FOR BIDS**

**BAND UNIFORMS –**  
**LIBERTY HIGH SCHOOL**

**2019-2020 School Year**

**BIDS DUE: Tuesday, May 28, 2019**

**TIME: 2:00 P.M.**

# BETHLEHEM AREA SCHOOL DISTRICT

## INFORMATION FOR BIDDERS

### **Band Uniforms – Liberty High School**

#### I. INVITATION TO BID

The Bethlehem Area School District (District) will accept sealed bids for the **BAND UNIFORMS – LIBERTY HIGH SCHOOL** in accordance with the specifications and instructions set forth herein.

Bidders, who find discrepancies in the specifications, shall notify the District Purchasing department. Questions regarding detailed uniform specifications may be directed to Kevin Long, Liberty High School, at (610) 691-7200, ext. 50602.

All bids are to be submitted in a sealed envelope marked appropriately as in the following example:

FROM:           **(Name of Company Submitting Bid)**

TO:               BASD Education Center  
**BID FOR BAND UNIFORMS - LHS**  
Attn: Business Office  
1516 Sycamore Street  
Bethlehem PA 18017

Delivery of sealed bids shall be made at the BASD Education Center, 1516 Sycamore Street, Bethlehem PA 18017. Sealed bids may be hand delivered or mailed. Bids will be received until **2:00 p.m.**, prevailing time, **Tuesday, May 28, 2019**, and then at said office publicly opened.

#### II. GENERAL CONDITIONS

##### 1. **Preparation of Bids:**

If any Bidder finds discrepancies in these specifications or is in doubt to the meaning of any part thereof, the District Purchasing Department must be notified. If it is deemed necessary, additional instructions in the form of bulletins will be issued to all Bidders by electronic notification. Only these bulletins will be binding. Oral or other changes, interpretations, or clarifications will be without legal effect.

All bids must be prepared and submitted on bid forms supplied as a part of these specifications. No other forms will be accepted. Additional pages that clarify bids may be submitted with the bid forms when they conform to these requirements.

Bids must be typewritten or written with ink and must be signed by the Bidder on the enclosed form. Changes, alterations, or interlineations to any of the bid documents are not permitted and such changes may disqualify a bid from consideration. The bid prices stated shall include delivery to the designated receiving location for the District.

## BETHLEHEM AREA SCHOOL DISTRICT

Bids must be submitted to the District properly executed by the Bidder; if a partnership, it shall be executed by at least one of the partners; if a corporation, it must be executed by the president, vice-president, or other persons properly authorized to sign for the corporation and attested by the secretary or assistant secretary with corporate seal attached.

Bid Checklist –

- Complete Bid Package
  - Bid Pricing Form
  - Bid Submission Form
  - Detailed Deviation Information (if applicable)
  - Fabric Certification Form
  - Non-Collusion Affidavit
  - Anti-Discrimination Clause
  - Bidder Information Form
- Bid Security
- Material Data Sheets (MSDS)
- Uniform Sample (sent under separate cover)

### 2. **Sales Tax Exoneration:**

The Bethlehem Area School District is a governmental agency, and therefore, exempt from all federal, state, and municipal taxes. In all cases, bids shall not include these taxes.

### 3. **Bid Awards:**

Awards will be made on the basis of the lowest unit price, kind, quality, and material being equal; however, the District reserves the right to also consider the ability of the Bidder to fulfill all terms of the contract when making an award.

Bid prices must remain firm for 90 days from the date of the bid opening. Time may be extended by mutual consent of the Bidder(s) and the District.

### 4. **Contract:**

The Invitation to Bid, Bid Specifications, Bidder's response, awarded bids, purchase orders and any associated attachments shall comprise and complete the binding contract documents.

### 5. **Qualifications of Bidders:**

All Bidders must be known to be engaged in the business and well qualified to carry out their contract, and satisfactory evidence to that effect must be furnished when required or requested.

The Bidder shall be financially solvent, experienced and competent to furnish the materials and supplies required to satisfactorily furnish the item(s). Past performance shall be used as a major criterion in determining the qualifications of the Bidder.

Where a Bidder cannot comply with the conditions stated herein, the Bidder must state exceptions and describe his terms and limitations as a responsible Bidder.

## BETHLEHEM AREA SCHOOL DISTRICT

### 6. Invoicing and Payments:

Each purchase order must be invoiced separately. The District purchase order number and District item number must appear on all invoices, packages and correspondence.

The District reserves the right to pay invoices electronically or by credit card transaction.

The District will not pay for overages in shipments due to standard packaging, license fees, permits, bonds, or any other costs outside of the formal bid award.

All bids will be on an F.O.B. destination basis. Freight charges will not be paid by the District, regardless of the size of the order. All deliveries must be shipped prepaid.

All payments are approved by the District Board of School Directors which meets once a month. Invoices received by the 15<sup>th</sup> of the month following delivery and acceptance of all goods ordered will be processed and paid after the regularly scheduled Board of Directors meeting of the following month. No partial payments will be issued.

### 7. Delivery:

Successful Bidders are required to make complete delivery of all bid items awarded them, including items on back order and/or out of stock. Complete delivery of all awarded items must be made no later than **September 30, 2019**, except as otherwise noted. Specific delivery instructions will be provided to Bidders at the time of bid award.

All deliveries must include a packing slip/list in each shipment. All shipping labels and packing slips/lists must clearly show the following – Purchase Order Number, Contents, and Shipper's Name & Address. If no packing slip/list accompanies the shipment, the District receiving location item record list and count will be used as the confirmation of receipt.

### 8. Prices:

Bids must show unit, extension (price/unit), and total price as designated on the bid specification forms. All bids shall be net delivered prices. Should figures be irreconcilable, the lowest unit price shall govern and awards will be made on this basis.

Changes or alterations in the bid are not permitted. Prices quoted must be typewritten or written with ink.

### 9. Samples & Quality of Material:

All material furnished shall be new, and of the best quality of their respective kinds. The Bidder must supply descriptive literature and a sample uniform in accordance to the exact specifications. The sample uniform is to be a **male size 38 regular**. **Sample must be shipped under separate cover (not included with the bid response) and received no later than May 28, 2019 at 2:00 p.m.** The district reserves the right to inspect the workmanship of the sample, its inner construction, and may open the lining if necessary.

Any and all references to commercial types, styles, brand names, and catalogs are only intended to be descriptive, not restrictive. The intention is to indicate to the Bidders the kind, quality, and size that will be acceptable by the District. The goods and processes on which bids are submitted **must** be equal or better in quality.

## BETHLEHEM AREA SCHOOL DISTRICT

Where alternate items are accepted, Bidders proposing alternate products must state the following on the bid form in the alternate section - name of the manufacturer and product name/number. Bidders must be prepared to submit, upon request, samples and/or descriptive literature at no costs to the Bethlehem Area School District. Samples not consumed in testing may be retrieved by Bidders at the Education Center after the bid award. Failure to produce the required samples or literature when required will be a basis to disqualify the alternate item bid.

Samples, where requested, must be received in the BASD Business Office, 1516 Sycamore Street, Bethlehem PA 18017, within five (5) business days from date of request. If uniform sample is to be returned, it is the responsibility of the bidder to pick up the sample at the Education Center after the bid award. Uniform samples will not be returned at the expense of the Bethlehem Area School District.

Failure to change the description as indicated above will be interpreted to mean the Bidder intends to furnish the particular make of article called for in the specifications. Substitutions will not be permitted after bids have been opened and awarded by the Bethlehem Area School District. All articles furnished shall be subject to inspection and rejection by the school district for defects and/or non-compliance with specifications, unless deviations are authorized. All deviations from the specifications must be listed. The district reserves the right to open the lining of one randomly selected, delivered uniform and audit it against specifications herein defined. Said sample may then be returned to the contractor for replacement at their option without cost to the district. Said repair or replacement is subject to district approval as to quality.

### III. LEGAL CONDITIONS

1. All property or services furnished must comply with any and all applicable Federal, State, and local laws, codes and regulations. All applicable laws shall be deemed to be part of these specifications and the contract shall be read and enforced as though they were included.
2. The Pennsylvania Law 734 No. 159 - Worker and Community Right to Know Act - provides for information to be made available to employees and community residents regarding hazardous substances introduced into the workplace and into the general environment by employers subject to the law. Material Safety Data Sheets (MSDS) must be included with the bid response for all applicable items.
3. The District shall not be liable for any costs incurred by Bidders in preparing and submitting proposals, nor in fulfilling any bid requirements.
4. Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously, and to provide the necessary services and warranties for items they propose to furnish.
5. The Bidder agrees that if awarded an order under these specifications, it will indemnify and hold harmless the Bethlehem Area School District, its members, and employees, from all suits and actions of every nature brought against them, or any of them growing out of the order(s), written or verbal, entered into between the District and the Bidder.

## BETHLEHEM AREA SCHOOL DISTRICT

6. The District reserves the right to accept or reject any or all bids or parts of bids and may waive formalities, technicalities and irregularities. The District also reserves the right to award in any manner which appears from all consideration to be the most economical and advantageous to the District.
7. Conditioned bids or bids which do not conform to the bid requirements may be rejected.

### IV. BID SECURITY

1. Bids must be accompanied by a certified check, bank cashier's or treasurer's check, money order, or bid bond payable to the Bethlehem Area School District in the amount of ten percent (10%) of the total amount of the bid. Successful bidders who refuse to perform or deliver as contracted will be required to forfeit such bid security.
2. Within ten (10) days of notice of award, the successful responsible bidder shall be prepared to furnish a certified check, bank cashier's or treasurer's check, or performance bond to the Bethlehem Area School District to be retained if the successful bidder(s) fails to comply with specifications. Performance surety amount will be 100% of total awarded contract valid for six (6) months following receipt and acceptance of all goods by the Bethlehem Area School District.
3. Successful bidder shall submit required performance surety (100% of award) within ten (10) days of award.

### V. BID CONDITIONS

1. The Bethlehem Area School District has the right to accept or reject all or any portion of any or all bids submitted and to make the award in the best interest of the District.
2. The successful Bidder agrees, to furnish and deliver the specified item at such time, at such place, and in such quantities as herein specified, and that all items shall be subject to the inspection and approval of the District. In the event that any item(s) shall be rejected as damaged, unsuitable or not in conformance with these specifications, expressed or implied, such items shall be removed by the successful Bidder immediately and replacement items meeting specifications shall be furnished in place thereof at the expense of the successful Bidder.
3. In the event that the successful Bidder shall neglect or refuse to furnish and deliver the said item as provided in these specifications or to replace any which are rejected as stated in the preceding paragraph, then, in such event, the District is authorized and empowered to purchase/lease the item in conformity with this contract from such party or parties and in such manner as it shall select at the expense of the successful Bidder or to cancel this contract reserving to itself, nevertheless, all rights for damage which may be incurred by the District.

### VI. GUARANTEE

The successful Bidder agrees that they will not assign, transfer or sublet the bid, unless specific permission to do so is granted in writing by the District.

**BETHLEHEM AREA SCHOOL DISTRICT**

**Band Uniforms – Liberty High School**

**BID PRICING FORM**

Having carefully examined the general conditions and specifications and unless deviations are listed, the undersigned hereby proposes and agrees to furnish the following items in the strict compliance with the specifications, as follows: (in case of error, unit price governs)

<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
150	Band Tunics	_____	_____
150	Trousers	_____	_____
108	Wings	_____	_____
25	Bagpipe Tunics	_____	_____
22	Majorette Tunics	_____	_____
5,324	Coldstream Guards 40L Buttons	_____	_____
444	Coldstream Guards 30L Buttons	_____	_____
150	40L Red Plastic Buttons	_____	_____
		<b>Total Bid</b>	_____

Terms: If awarded the contract, the undersigned agrees complete delivery no later than September 30, 2019.

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

# BETHLEHEM AREA SCHOOL DISTRICT

## Band Uniforms – Liberty High School

### **BID SUBMISSION FORM**

#### COMPLETE AND SUBMIT WITH BID

Bethlehem Area School District  
Education Center  
1516 Sycamore Street  
Bethlehem, Pennsylvania 18017

We, the undersigned, herewith propose and agree to furnish the Bethlehem Area School District (District) any one or all of the items that we have priced, at the prices recorded on the attached Invitation to Bid Price Forms.

This proposal is subject to all the terms of the conditions, specifications and other documents incorporated herein, and we hereby agree to acknowledge purchase orders executed by the District, and to furnish such item or items as may be awarded to us.

We understand that if we are selected as the successful bidder, we must submit the required performance surety (100% of total award) within ten (10) days of the award.

We understand that the District reserves the right to reject any or all bids not deemed satisfactory or to select one or more items from bids recommended by the District.

The undersigned Bidder certifies to having read the "Advertisement", "Invitation to Bid", "Bid Proposal", "General Conditions", "Specifications", and "Bulletin(s)", if any, all of which with such purchase orders as shall be executed by the District, constitute the contract documents, and offers to furnish the supplies as specified the District in exact accordance with these specifications and conditions at the unit prices stated on the attached forms.

We certify that we use first quality goods and that all materials are to be supplied directly from the manufacturer, and are not to be, in any way, seconds or rejected goods.

We certify that any deviations from the specifications have been fully documented (including reasons for deviation) in our response herein. We understand that deviations must be approved in writing. If we do not supply properly documented deviations, we assure the District of full compliance with the specification and conditions, and assure the District that samples accompanying the bid meet all construction specifications. We understand that any deviations found on submitted samples that are not properly documented, are subject to bid disqualification.



**BETHLEHEM AREA SCHOOL DISTRICT**

We have filled in the appropriate blank.

INDIVIDUAL \_\_\_\_\_ (SEAL)  
Name of individual trading as (Trade Name)

PARTNERSHIP \_\_\_\_\_ (SEAL)  
Name of Partnership trading as (Name of Partnership)

CORPORATION \_\_\_\_\_ (SEAL)  
Name of Corporation

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Type Name of Above \_\_\_\_\_

Title of Responsible Officer \_\_\_\_\_

Date \_\_\_\_\_

The following indicates any discrepancies between this bid and the District relative to the "Advertisement", "Invitation to Bid", "Bid Proposal", "General Conditions", "Specifications", and Bulletin(s), if any, etc. (Attach separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby acknowledges receipt of the following bulletin(s), if any, and had prepared his proposal accordingly. Only complete if bulletins received.

Bulletin # \_\_\_\_\_ Dated \_\_\_\_\_

Bulletin # \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

**SIGNATURES**  
(Corporation Bidder)

\*\*\*  
\_\_\_\_\_  
(Name of Corporation)

BY: \_\_\_\_\_  
(Vice President)

**BETHLEHEM AREA SCHOOL DISTRICT**

ATTEST:

\_\_\_\_\_ Assistant Secretary

(CORPORATE SEAL)

Business Address \_\_\_\_\_  
or (if appropriate)

\*\*\*

\_\_\_\_\_ (Name of Corporation)

Witness:

\_\_\_\_\_ \*\*\*\*BY: \_\_\_\_\_  
Authorized Representative

Business Address: \_\_\_\_\_

\*\*\* (1) Complete, as appropriate, the following statement:

The Corporation has been organized and is existing under laws of the \_\_\_\_\_ of \_\_\_\_\_

(2) If the Corporation has been organized under laws other than those of the Commonwealth of Pennsylvania, complete as appropriate, by deletion, the following statement:

The Corporation (has) (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

\*\*\* Attach appropriate proof, dated as the date of the Proposal, evidencing authority to execute in behalf of the Corporation in accordance with requirements of the Contract Documents.

SIGNATURES  
(Individual Bidder)

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

WITNESS:

\_\_\_\_\_ SEAL  
(Signature of Individual)

Trading and doing business as \* \_\_\_\_\_  
Business Address: \_\_\_\_\_

\*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.

**BETHLEHEM AREA SCHOOL DISTRICT**

THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY AN AUTHORIZED OFFICIAL OF THE COMPANY BIDDING FOR THE BID TO BE CONSIDERED.

**DEVIATION FORM**

NOTE: The Buyer will not accept the general statement:

“ALL UNIFORMS WILL BE CONSTRUCTED USING OUR STANDARD MANUFACTURING PROCEDURES WHICH ARE EQUAL TO, IF NOT BETTER THAN THOSE CALLED FOR IN THE SPECIFICATIONS.”

Any, and all, deviations in construction MUST be documented below. Any bid submitted without the detailed deviation documentation will be rejected.

Does your uniform deviate from attached specifications?

(    ) Yes                      (    ) No

If yes, indicate any and all deviations from the specifications.

I hereby confirm that the attached specifications will be fully met with the following exceptions, if any:

\_\_\_\_\_  
(Signature of Company Official)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
(Company City, State, Zip Code)

**BETHLEHEM AREA SCHOOL DISTRICT**

**THIS DOCUMENT MUST BE COMPLETED AND SIGNED BY AN AUTHORIZED OFFICIAL OF THE COMPANY BIDDING FOR THE BID TO BE CONSIDERED. FORM MUST BE NOTARIZED.**

**FABRIC CERTIFICATION FORM**

I, \_\_\_\_\_, as an authorized official and employee of the  
(Name & Title)  
company bidding hereby certify in the presence of a Notary Public that all materials and fabrics quoted upon and which would be used in the manufacturing of the proposed uniforms herein described will be the exact materials as called for in the specification. The materials and fabrics, further, will be of first quality. I hereby also confirm that no seconds and no flawed materials or fabrics with imperfections of any kind will be used should our Company be awarded the bid.

COMPANY SEAL

COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally came  
\_\_\_\_\_ to me personally known, who being by me duly sworn, did depose and say  
that he resides in \_\_\_\_\_, that he is the \_\_\_\_\_ of  
(Title/Position Held)  
\_\_\_\_\_, the company or corporation described in, and which executed the within  
(Name of Company)

instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order.

\_\_\_\_\_  
(Notary Public)

Commission Expires: \_\_\_\_\_

**FAILURE TO SUBSCRIBE AND SWEAR TO THE ABOVE BEFORE A NOTARY PUBLIC SHALL RENDER THIS BID INVALID.**

## BETHLEHEM AREA SCHOOL DISTRICT

### INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-Bid 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/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.

**BETHLEHEM AREA SCHOOL DISTRICT**

**NON-COLLUSION AFFIDAVIT**

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

State of \_\_\_\_\_

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 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 the 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 an 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 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  
(Name of Firm)  
above representations are material and important, and will be relied on by the **Bethlehem Area School District** when recommending for award the items 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 **Bethlehem Area School District** of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
Print Name of Authorized Person & Company Position

\_\_\_\_\_  
Signature of Authorized Person

Sworn to and subscribed before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**BETHLEHEM AREA SCHOOL DISTRICT**

**ANTI-DISCRIMINATION CLAUSE**  
**(Section 755, Pennsylvania School Code)**

1. In accordance with the provisions of the Pennsylvania School Code, the Contractor agrees:
  - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason or race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
  - b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;
  - c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,
  - d. That this contract may be cancelled or terminated by the Bethlehem Area School District and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

\_\_\_\_\_  
Initial

**BETHLEHEM AREA SCHOOL DISTRICT**

**BIDDER INFORMATION FORM**

**1) Experience:**

**Number of years in business providing band uniforms to educational institutions - \_\_\_\_\_ years**

**2) References:**

**List customers who have purchased band uniforms from your company –**

**Company Name #1** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
\_\_\_\_\_

**Year Purchased** \_\_\_\_\_

**Company Name #2** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
\_\_\_\_\_

**Year Purchased** \_\_\_\_\_

**Company Name #3** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
\_\_\_\_\_

**Year Purchased** \_\_\_\_\_

Person(s) to be contacted should clarification on any part of your bid be necessary.

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Phone



**BETHLEHEM AREA SCHOOL DISTRICT**

**Company Contact Information for Bid Distribution List**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**BETHLEHEM AREA SCHOOL DISTRICT**

**SPECIFICATIONS FOR BAND UNIFORMS- LIBERTY HIGH SCHOOL**

**BIDDER CHECKLIST**

- \_\_\_\_\_ One copy of completed bid due no later than 2 p.m., Tuesday, May 28, 2019
- \_\_\_\_\_ Exact sample of uniform
- \_\_\_\_\_ Fabric Certification form completed, signed, and notarized
- \_\_\_\_\_ Non-collusion affidavit completed and signed
- \_\_\_\_\_ Deviation form completed and signed
- \_\_\_\_\_ Bid form completed and signed
- \_\_\_\_\_ Signatures page completed and signed
- \_\_\_\_\_ 10% Bid Security
- \_\_\_\_\_ Material Safety Data Sheets (MSDS)
- \_\_\_\_\_ Bid Pricing Form