

Selinsgrove Area School District

Request for Bid

Two

10 – Passenger Vans

Bids Due by 1:00 pm – May 30, 2025

INFORMATION AND GENERAL CONDITIONS

The Selinsgrove Area School District is soliciting sealed bids for two (2) 10-Passenger Vans. Sealed proposals will be received by Michael Sokoloski, Business Manager, Selinsgrove Area School District, 329 Seals Ave., Selinsgrove, PA 17870, at 1:00 pm, May 30, 2025. All bids must be sent or dropped off at the address given here and marked "Two - 10 Passenger Vans Bid." The Bidder is responsible for the delivery of their bids by the bid date and time. No bids will be accepted after this time. No electronic or faxed bids will be accepted.

TERMS AND CONDITIONS

Preparation and Submission of Proposals

1. All Bid responses must be submitted on the forms provided, with the price stated, which shall show both units, total, and percentage if requested. All requests must be signed by an authorized officer of the company. Failure to receive the completed documents on or before the stated deadline will result in the rejection of the Proposal.
2. Each proposal shall be upon the form bound with the specifications, shall be signed by the Bidder with his business address, and shall be delivered together with the specifications in a sealed envelope addressed to the **Selinsgrove Area School District, Attn: Michael Sokoloski, 329 Seals Ave., Selinsgrove, PA 17870**, showing the bidder's name and clearly marked "**BID FOR Two - 10 Passenger Vans.**"
3. All bids shall be submitted on the Bid Form furnished by the School District. The Bid Form shall be completely filled out. Bids that are incomplete, conditional, or obscure, or which contain any additions or alterations not called for, may be rejected.
4. The Bid must bear the written signature of the Bidder. If the Bidder is a partnership, the Proposal must be signed by the partners. If the Bidder is a corporation, the Proposal must be signed by a duly authorized officer or agent of such corporation under the seal of the corporation. A sole owner must sign as such. An individual trading as a company must sign and indicate, trading as _____ Company.
5. Bidders shall submit prices as indicated on the Bid Form. In lieu of statements to the contrary, it will clearly be understood that the proposed amount shall be for products specified and services. The District reserves the right to rule on the equality of the bid item to those listed.
6. Receiving Bids - Bids received prior to the time established for the receipt of a bid will be securely kept and not opened. No responsibility will be attached to the Awarding Authority for the premature opening of a bid not properly addressed and identified. No proposal received in the Business Office of the District after the time established herein for the opening of proposals will be considered regardless of the cause for delay in the receipt of any such proposal.
Electronic\email\fax submissions will not be accepted.
7. Withdrawal of Bid - Any bid may be withdrawn by written request dispatched by the Bidder on time for delivery in the normal course of business prior to the hour fixed for the opening of the Proposal. During the forty-five (45) day period following the opening of bids, no Bidder may withdraw any Proposal submitted.

8. No interpretation of the meaning of the Specifications or other contract documents will be made by the Bidder orally. Every request for such interpretation shall be in writing addressed to the District. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the specifications which, if issued, will be mailed to all prospective Bidders. Failure of any Bidder to receive such Addendum or interpretation shall not relieve any Bidder from any obligation under his bid submitted.
9. The Specifications, Instructions to Bidders, Invitation to Bid, the Bid Forms, and any addenda provisions shall constitute the bidding documents.
10. The Board of Education, Selinsgrove Area School District, known as the Owner and the Awarding Authority, reserves the right to accept\reject any and\or all Proposals if deemed to be in the public interest to do so, and to award the bid(s) to their best advantage, and do not obligate themselves to award to the lowest proposal.
11. Each bidder must meet or exceed the preferred specifications listed, as well as complying with all state and federal safety standards, and the standard rules and regulations as set forth by the State of Pennsylvania. If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit.
12. The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees, and surcharges from which the District is not exempt or that are imposed or assessed by Vendor.
13. Please provide an estimated arrival of the vehicle to the district:
14. Payment will be issued no later than 45 days upon delivery and acceptance of the vehicle to the district.
15. A Purchase Order for goods or services will be supplied after the Board of Education Approves the Bid by the Business Manager.
16. The bidder shall insert the price per option as listed. Any conversation to arrive at the stated unit price is the responsibility of the proposer. Any price quoted that does not conform to the state unit price shall not be considered for acceptance.
17. The vendor understands that the delivery will be to the same address as listed for the invoices below.
18. The invoice shall be sent to the Business Office of the Selinsgrove Area School District, 329 Seals Ave., Selinsgrove, PA 17870.
19. Each vendor submitting a proposal must declare that this proposal was made without any connection with any other person or entity making a proposal for the same services, that it is in all respects fair and without collusion or fraud, and that no person acting for or employed by the district is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.

20. PRICING

All prices stated shall be net prices and include delivery to the door of the building specified, or any additional fuel cost.

21. RIGHT TO KNOW

Worker and Community Right to Know Act of 1984: All vendors must comply with the provisions of the above-mentioned Act by providing Safety Data Sheets (SDS) for all chemicals and hazardous substances provided, if applicable, as part of this contract.

22. ARREST/CONVICTION REPORT

The Contractor is required to sign an Arrest/Conviction Report and Certificate Form (under Act 24 of 2011 and Act 82 of 2012).

23. DEBARMENT AND SUSPENSION

The Selinsgrove Area School District shall award contracts only to responsible contractors/vendors possessing the ability to perform successfully under the terms and conditions of the Request for Bids. Consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.

24. COMPLIANCE WITH LAWS AND AGENCY MANDATES

- A. The vendor shall comply with the laws, rules, regulations, and policies of federal, state, and local governments. It shall be the responsibility of the vendor to ensure that all personnel associated with this agreement are familiar with all the aforesaid laws, rules, regulations, and policies.
- B. The Contractor shall be responsible for all costs and compliances with all laws, regulations, and permits of local, state, and federal governments, PA D.E.R, and the E.P.A. regulations.

25. ANTI-POLLUTION LEGISLATION

- A. Act 247 of 1972, 53 P.S. §1612, requires that contractors on construction contracts for the Commonwealth of Pennsylvania and its political subdivisions be advised of those provisions of Federal and State statutes, rules, and regulations, dealing with the prevention of environmental pollution and the preservation of public natural resources that affect a project on which proposals are received. Pursuant to the Act, the Pennsylvania Department of Environmental Resources has prepared a notice of said provisions. Contractors are hereby notified of and agree to comply with the terms of said notice, and all statutes, rules, and regulations of the Act.

26. INDUSTRY STANDARDS

- A. Except for when Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if found or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference. Contractors are noticed to comply with standards in effect as of the date of the Contract Documents.

27. HOLD HARMLESS CLAUSE

- A. The bidder agrees that if awarded an order under these specifications, to the fullest extent permitted by law, the Contractor shall indemnify and hold harmless Selinsgrove Area School District, its administration, board members, and employees from and against all claims, damages losses, and expenses, including without limitation attorney's fees and legal cost, arising out of or resulting from the Contractor's performance of the Contract, including, without limitations claims, damages, losses or expenses attributable to bodily injury, sickness, disease or death or to injury to or destruction of property,

including loss of use resulting therefrom caused in whole or in part by acts or omissions or negligence of the Contractor, a subcontractor, anyone directly or indirectly employed by them or for anyone for whose acts they may be liable. The indemnification obligation under this paragraph shall not be limited by a limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or a subcontractor under workers' or workmen's compensation acts, disability benefits acts or other employee benefit acts.

28. BOARD POLICIES

The proposal shall comply with all of the Selinsgrove Area School District's policies, including but not limited to Policy 626 – Federal, Fiscal Compliance, Conflict of Interest, 806 – Operations, Child Abuse.

29. NO CASH ALLOWANCES

Cash allowances are prohibited.

30. LICENSES, FEES, TAXES

The vendor shall obtain and maintain all licenses and permits required by federal, state, and local laws.

31. SELECTION CRITERIA

The Selinsgrove Area School District reserves the right to select the vendor that provides the best organization-wide solution, cost, and service capability.

32. NON-COLLUSION AFFIDAVIT

Each vendor submitting a proposal must declare that this proposal was made without any connection with any other person or entity making a proposal for the same services, that it is in all respects fair and without collusion or fraud, and that no person acting for or employed by the district is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.

33. CONTRACT

- A. This contract shall supersede and replaces all prior agreements, promises, and understanding, oral or written, between the successful vendor and Selinsgrove Area School District.
- B. The Terms and Conditions, Scope of Services, and signed Proposal Form shall form the final contract between both parties.
- C. Any amendments to this contract must be in writing and specifically include the original contract language and the changes or additions to the original contract. The amendment must be signed by both parties.

34. BID BOND (**NOT APPLICABLE FOR THIS BID**)

- A. All bids must be accompanied by a bid guarantee in the form of a certified check, or a Bid Bond, payable to the order of the School District in the amount of zero percent (0%) of the base bid. The Bid Bond must be issued by a corporate surety authorized to do business in Pennsylvania to guarantee that the bidder will enter into a contract on the terms and conditions and scope of services with the bid package should the contract be awarded to the bidder. If the successful bidder shall default by failure to enter into the contract, the bidder shall be liable to the District for the entire difference, if any, between the bidder's price and any substitute bid price from any bidder with which the District may contract, together with any advertising, legal and other expense incurred by the District by reason of default.
- B. Bid guarantees, other than Bid Bonds, will be returned (a) to unsuccessful bidders as soon as practicable after the opening of bids; and (b) to the successful bidder upon execution of such

further contractual documents as may be required by the contract documents. The terms of any bid guarantee or Bid Bond must be such that the bidder will forfeit its surety if it fails to execute a contract in accordance with the contract documents.

35. **Anti-Discrimination Clause (Section 755 PA School Code)**

1. In accordance with the provisions of the PA School Code, the contractor agrees:

- a. Than 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 of race, creed, color, discriminate against any citizen of the Commonwealth of Pa 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 the performance of work under this contract on account of race, creed, or color;
- c. That this contract may be canceled or terminated by the 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.

36. Non-Collusion Affidavit - Each Bidder must submit along with its Bid a fully executed Non-Collusion Affidavit on the form included in the bidding documents. More than one bid for one contract from an individual, partnership, corporation, or an association under the same or different names will be grounds for rejection of all Bids in which the Bidder is interested. Any and all bids will be rejected if there is any reason for believing that collusion exists among the Bidders. Participants in such will not be considered in future Bids.

37. Questions and any additional information requests can be forwarded to:

Michael Sokoloski

Business Manager

Selinsgrove Area School District

msokoloski@seal-pa.org

SELINGROVE AREA SCHOOL DISTRICT
Bid Specifications for Two - 10 – Passenger Vans

SPECIFICATIONS AND SCOPE OF SERVICES

Selinsgrove Area School District is soliciting Bids to secure (2) 10- Passenger Vans. **Minimum specifications are attached** and any alternatives, modifications or variations must be clearly listed and noted.

1. Sealed proposals will be received by Michael Sokoloski, Business Manager, Selinsgrove Area School District, 329 Seals Ave., Selinsgrove, PA 17870, at 1:00 PM, [May](#) 30, 2025 and read aloud at the district office at that time. No bids will be accepted after this time. District minimum Bid Specifications are attached.
2. Each sealed proposal must include
 - A. Signed Proposal Form
 - B. Pricing Form
 - C. Warranty Form
 - D. Non-Collusion Affidavit

Two - 10- Passenger Vans-Bid Proposal Sheet

Year	2025 or Newer	Bidder Description	Cost
Make	Manufacturer		
Model	Series		
Cab Seating	9 passenger seating plus driver		
Drive Train	Rear Wheel Drive, Automatic Transmission		
Engine Size	Liter		
Fuel Type	Gasoline		
Color	White (preferred)		
Option	AM/FM Radio		
Option	Backup Camera \ Backup Alarm		
Option	Heat & Air Conditioning front & rear		

**OTHER OPTIONS NOT LISTED ABOVE:
VENDOR MAY ADD ADDITIONAL SHEETS IF NECESSARY**

	District Lettering with Vehicle Numbered to be included		
	Document Fees, Tags, Delivery to Selinsgrove, PA		
	Total Bid Cost		\$
Vendor Name Printed			
Vendor's Signature			

WARRANTY INFORMATION

Vehicle Bid

Year	
Make	
Model	

Included in Purchase Price

Base Coverage (Please list Summary of what is included)		
Item	Months/Miles	Additional Information
Engine		
Differential		
Transmission		
Front & Rear Axle		
Cab Structure/Corrosion		
Full Chassis		

Additional Warranty Items not included in Purchase Price

Item	Months/Miles	Additional Information	Cost

Selinsgrove Area School District
Two - 10 Passenger Vans

Proposal Form

Vendor proposals must be accompanied by this form. Selinsgrove Area School District Board of Director's reserve the right to accept or reject any and all proposals submitted, reject any or all items within the proposal as it desires, to waive any irregularities of technicalities in any proposal, and to make the award in the best interest of the school district. Items to be considered when making the award will be price, quality, service potential, and proximity to the school district.

The vendor must clearly respond to each item in the specifications with a statement of compliance or alternative in the event compliance cannot be made. The following must be provided – please type or print legibly all information except signature:

Name of Firm: _____

Address: _____

City, State, and Zip Code: _____

Phone Number: _____

Email Address: _____

Contact Person: _____

We, the undersigned, hereby propose and agree, that we have carefully examined the Scope of Services and Terms and Conditions, we submit this Request for Proposal and agree to furnish Two-10 Passenger Vans per the specifications attached at a total cost of \$ _____ for the Selinsgrove Area School District.

The prices bid herein are exclusive of Federal Excise and Pennsylvania State Sales Tax.

The Terms and Conditions and the Specifications/Scope of Services along with the signed form is the signed contract between the _____ and the Selinsgrove Area School District.

If Vendor is an Individual:

Sign Here: _____
(date)

If Vendor is an Individual Trading Under a Fictitious Name or is a Partnership:

Sign Here: _____
(date)

Title: _____

Trading As: _____

If Vendor is a Corporation, Fill in Corporate Name, Sign and Affix Seal:

Name: _____

By: _____

(President or Vice President)

(date)

Attest: _____

(Secretary or Assistant Secretary)

(date)

ATTACH CORPORATE SEAL HERE:

Instructions for Non-Collusion Affidavit

1. This Non-Collusion affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antiproposal -Rigging Act, 73 P.S. §§ 1611 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the contractors who makes the final decision on prices and the amount quoted in the proposal.
3. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals 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 contractors with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the proposal ding process and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of the proposal 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 proposal.

NON-COLLUSION AFFIDAVIT

State of _____:

:S.S.

County of _____:

I state that I am (Title) _____
of (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 proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without
consultation, communication, or agreement with any other contractor, contractors, or potential contractors.

2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor
approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor
or potential contractor, and they will not be disclosed before proposal opening.

3. No attempt has been made or will be made to induce any firm or person to refrain from bidding
on this contract, to submit a proposal higher than this proposal, or to submit any intentionally high or
noncompetitive proposal or other forms of a complimentary proposal.

4. The proposal 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 complementary or other noncompetitive proposals.

5. (Name of Firm) _____, its affiliates,
subsidiaries, officers, directors, 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 (Name of Firm) _____
understands and acknowledges that the above representations are material and important, and will be relied
on by (Name of public entity) _____ in
awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that
any misstatement in this affidavit is and shall be treated as fraudulent concealment from (Name of public
entity) _____ of the true facts relating to the submission of proposals
for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE

ME THIS _____ DAY OF _____, 20

Notary Public My Commission