

**Centennial School District**  
**Business Office**

433 Centennial Road  
Warminster, PA 18974-5455



Phone: 215-441-6000 x11011

Fax: 215-441-5105

[www.centennialsd.org](http://www.centennialsd.org)

---

BID CONDITIONS AND SPECIFICATIONS

CUSTOM APPAREL AND PROMOTIONAL ITEMS

BID NUMBER 2014-43

Submission Date and Time: April 25, 2014, 1:00 p.m.

Bid Opening Date and Time: April 25, 2014, 1:00 p.m.

Destination for Delivery of Bids: Centennial School District  
Administration Building  
Business Office  
433 Centennial Road  
Warminster, PA 18974-5455

CENTENNIAL SCHOOL DISTRICT

Administration Building  
Warminster, PA 18974-5455

Bid Number 2014-43

CUSTOM APPAREL AND PROMOTIONAL ITEMS

April 2014

The Centennial School Board solicits sealed bids for custom apparel and promotional items for the 2014/15 through 2016/17 school years in accordance with the following conditions and specifications:

1. Sealed bids for furnishing custom apparel and promotional items to the Centennial School District for the 2014/15, 2015/16 and 2016/17 school years shall be in the hands of Mr. Christopher Berdnik, Business Administrator, Administration Building, 433 Centennial Road, Warminster, PA 18974-5455 on or before 1:00 p.m., April 25, 2014 and plainly marked on the envelope "Custom Apparel Bid #2014-43".
2. Bids will be opened on April 25, 2014 in the Centennial School District Business Office, Administration Building, 433 Centennial Road, Warminster, PA 18974-5455 beginning at 1:00 p.m.
3. Failure to respond will likely result in you not receiving any Centennial School District business for said merchandise for the next three years.
4. If needed, the District reserves the right to make awards to additional vendors throughout the three-year period by securing further bids.
5. No bid bond will be required as the District expects to make awards to multiple vendors with annual volumes determined by need.
6. Bidders shall state, in the appropriate place on the bid form, what discount, if any, is offered for prompt payment of bills; and if such cash discount is offered it shall also be stated within what period of time the discount will be allowed.
7. Bidders shall indicate on the appropriate place on the bid form if procurement (VISA) cards or ACH payments are accepted.
8. Bidders will supply contact information for three references.
9. Delivery:
  - a. Deliveries to school buildings shall be made only during the hours from 8:30 a.m. to 3:00 p.m. daily, Monday through Friday, except on holidays when schools are closed.
  - b. **Prices shall include delivery cost or note any exception on the bid sheet.**
10. Centennial School Board reserves the right to waive any or all the technicalities in this bid.
11. The Centennial School Board reserves the right to accept or reject any or all bids and to determine for itself what purchases are necessary in a given school year from the awarded contracts.
12. The District anticipates awarding one or more contracts and reserves the right to award multiple such contracts.

13. Failure to complete and return the enclosed Non-Collusion affidavit with your bid will result in disqualification.
14. Bidder agrees to adhere to Anti-Discrimination Clause included within the contents of this bid.
15. Please check the Legal Notices page on Centennial School District's website, [www.centennialsd.org](http://www.centennialsd.org), for addenda prior to submitting your bid.
16. If there are any questions concerning item description, quantity or other aspects of these specifications, please call Donna Brassell at (215) 441-6000 ext. 11013.
17. Please note: Visitors to all Centennial School District schools need to present a state-issued driver's license, a state-issued identification card, or a military identification card to the security desk personnel. The visitor's identification will be run through the RAPTOR security system.

Custom Apparel and Promotional items

Centennial School District  
Administration Building  
433 Centennial Road  
Warminster, PA 18974-5455

Bid Number 2014-43

April 25, 2014

Ladies & Gentlemen:

We propose to furnish custom apparel and promotional items to the Centennial School District during the 2014/15, 2015/16 and 2016/17 school years according to your specifications of April 2014 at the following discount.

Discount from catalog and/or list price \_\_\_\_\_%

Please illustrate how the above discount would apply by supplying a sample price for the following items:

Unit price for a 100% cotton 6.1 oz. short sleeve adult T-shirt, w/two-color printing on front and one-color printing on back, based on an order for 600 shirts \$\_\_\_\_\_.

Unit price for a 50/50 5.6 oz. long sleeve adult T-shirt, w/one-color printing on front, based on an order for 100 shirts \$\_\_\_\_\_

Delivery of items purchased will be furnished within \_\_\_\_\_ working days after receipt of purchase order.

What month and year was your current catalog published? \_\_\_\_\_

When will your next catalog be published? \_\_\_\_\_

Website: \_\_\_\_\_

Is pricing available on website: YES or NO

Minimum order, if any, required for free delivery \_\_\_\_\_

Does your company charge a re-stocking fee on returned (undecorated) items? YES or NO

If yes, what is the fee? \_\_\_\_\_

Are prices adjusted on a periodic bases? If so, how often?

Do you accept purchase orders? YES or NO

Are procurement cards (VISA) accepted for payment? YES or NO

Are ACH Payments accepted? YES or NO

Contact information for three references is enclosed \_\_\_\_\_

\_\_\_\_\_ % Discount if Paid Within \_\_\_\_\_ Days.

The Non-Collusion Affidavit is signed and attached \_\_\_\_\_

Bidder Proposal or Reference # \_\_\_\_\_

Special instructions/exceptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Purchase Order Address, if different

\_\_\_\_\_  
Billing Address, if different

REFERENCES

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

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

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

Phone \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

Phone \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

Phone \_\_\_\_\_

Email: \_\_\_\_\_

**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 of 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 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.

## **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 restraint 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 submissions 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 Company)

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 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 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  
(Name of my firm)

that the above representations are material and important, and will be relied on by the Centennial School District when recommending for award 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 Centennial School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Print Name of Authorized Person and Company Position)

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

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

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

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