

MEMORANDUM

TO: Prospective Bidders
RE: Custodial Supplies Bid
DT: April 7, 2025

Highlands School District is accepting sealed bids Custodial Supplies for the 2025-2026 school year. Enclosed herewith are bid specifications for your review and submission.

Please be informed that your bid must be submitted on the enclosed bid form in accordance with the attached bid specifications by 12:00 p.m., Wednesday, May 21, 2025.

Please submit your sealed bid to:

Jennifer Wofford
Highlands School District
1500 Pacific Avenue
PO Box 288
Natrona Heights, PA 15065

The Highlands School Board reserves the right to accept or reject any or all bids and award in any manner deemed by it, in its sole discretion, to be in the best interests of Highlands School District.

We appreciate your interest in Highlands School District. Please do not hesitate to contact me at (724) 226-2400, ext. 5621, if you have any questions.

Sincerely,
Jennifer Wofford
Confidential Secretary

Attachment – Bid Specifications

SAMPLE REQUESTED IF BIDDING AN ALTERNATE

HIGHLANDS SCHOOL DISTRICT BID SPECIFICATIONS

Bids are subject to the following conditions:

Address bids to: Jennifer Wofford
 Highlands Administrative Center
 1500 Pacific Avenue, C Wing
 PO Box 288
 Natrona Heights, PA 15065

1. Proposals must be sealed with the bid(s) contained therein listed in the lower left hand corner of the envelope. Name of firm and mailing address should appear on the envelope.
2. No bid will be accepted after the scheduled closing date and time.
3. No bid will be withdrawn for one hundred (100) days after the scheduled closing date for receipt of bids.
4. **ANY BID SHOWING A TIME AND/OR PRICE CHANGE NOTATION WILL BE REJECTED.**
5. Where any special kind of manufacturer's brand is asked for, only make or material of equal quality will be considered. Specify the manufacturer's brand name being substituted and submit a sample. Demonstration may be required. If you are bidding on an item other than what is specified, (item description, including manufacturer, identification number and/or unit of measure, this is considered an alternate bid and must be so noted. If an alternate is not noted and item is awarded, vendor will be responsible to supply item as specified on bid submitted (item description, including manufacturer, identification number and unit of measure). Samples are required to be submitted for all alternate bids.
6. **ALL BIDS MUST BE SUBMITTED ON SCHOOL DISTRICT FORMS.** Additional forms are available in the Administrative Center Office-call (724) 226-2400 x5621, please keep a copy for your records.
7. All bids must show the delivered unit price for the exact unit specified (ie: ea, doz, gross, etc.) And total price for the exact quantity specified.
8. Payment will be made after acceptance of complete order but not before July 1, 2025. Send invoice to the Business Office with reference made to our purchase order number.
9. If questions arise regarding the bids, please contract Jennifer Wofford, Highlands Administrative Center, at (724) 226-2400, ext. 5621.

10. This bid is to include a guarantee of the price of custodial supplies as specified until December 31, 2025.
11. All shipments must be marked with purchase order number and specify.
12. Packing Lists and invoices must contain line item number and descriptions as per bid specifications and the quantity shipped.
13. Delivery of all items shall be made to the designated buildings of each school district as noted on their purchase order. Forty-eight (48) hour notice must be given to school district before each shipment. All freight and/or handling charges are to be included in quoted item price.
14. Samples and/or literature are required for approval when bidding an item on "approved equal" basis. Samples are not required when quoting exact brand and model as stated in specifications unless samples are specifically requested by the specifications for that time. Samples must be properly labeled with vendor name, bid category and item number. Where applicable, Material Safety Data Sheets (MSDS) are to be sent with bid samples. Samples for alternate bids must be delivered by the time of the bid opening.
15. MSDS Sheets are to be sent to the districts with products shipped under any bid award. Send copies to the Business Manager's Office of each school district marked "MSDS Custodial Supplies". Specifications and MSDS Labels are required for all bulk items.
16. When the bid catalog of items indicates a brand name or specific manufacturer's catalog reference the bidder may bid an item other than that named in the bid catalog as an equal thereto unless the item specification states "No Substitute".
17. Highlands School District reserves the right to waive any formalities and the right to accept or reject any or all bids or to select a single item from any bid, or any portion thereof, which they feel, is in the best interest of the School District.
18. The proposal must contain a signature. Any bid received without a signature cannot be accepted.
19. Bids must be received in the Highlands Administrative Center by 12:00 p.m., Wednesday, May 21, 2025. Bids will be opened at 12:05 p.m. that same day.
20. **The enclosed Non-Collusion Affidavit must be completed and submitted with the 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

State of _____ :
County of _____ : §

Contract / Bid No. _____

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, and
(Name of my firm)
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 above
(Name of my firm)
representations are material and important, and will be relied on by _____
(Name of public entity)
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 _____
(Name of public entity)
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 _____, 20____.

Notary Public
My Commission Expires:

MEMORANDUM

TO: Vendors & Employees
RE: 2025-2026
RE: COMPUTERIZED PAYMENT SCHEDULE

All invoices, expense report and credit reimbursement will be paid the day after each monthly board meeting.

To efficiently process payments each month, expense reports, invoices, copies of purchase orders and final grade and proof of payment for credit reimbursements must be received in the Business Office by these cut off dates.

CUT OFF DATE

August 6, 2025
September 3, 2025
October 8, 2025
November 5, 2025
December 10, 2025
January 7, 2026
February 4, 2026
March 4, 2026
April 8, 2026
May 6, 2026
June 3, 2026
July 8, 2026

PAYMENT DATE

August 19, 2025
September 16, 2025
October 21, 2025
November 18, 2025
December 16, 2025
January 20, 2026
February 17, 2026
March 17, 2026
April 21, 2026
May 19, 2026
June 16, 2026
July 21, 2026

Changes in the regularly scheduled board meetings will not change this schedule.
REQUESTS FOR PAYMENTS RECEIVED AFTER THE CUT-OFF DATES WILL BE
PAID THE FOLLOWING MONTH.

HIGHLANDS SCHOOL DISTRICT
REQUEST FOR PROPOSAL

INSTRUCTIONS: THE ITEMS LISTED ARE GENERAL SUPPLIES FOR THE HIGHLANDS SCHOOL DISTRICT.

PLEASE ENTER IN 'RED' YOUR UNIT COST(EVEN CENTS ONLY), TOTAL COST,
BRAND NAME, AND PRODUCT NUMBER ONLY FOR THE ITEM YOU WISH TO BID.
LEAVE THE REST BLANK. FILL IN VENDOR NAME AT THE TOP OF EACH PAGE.
RETURN ONLY PAGES YOU BID ON AND THE LAST PAGE. PLEASE SUBMIT TOTAL
BID COST FOR ALL ITEMS BID ON THE LAST PAGE.

*
* YOUR SUBSTITUTE ITEMS WILL BE CONSIDERED *
* ONLY WHEN SAMPLES ARE INCLUDED!! *
*

VENDOR _____

VENDOR BID # _____

(FOR BUSINESS OFFICE USE ONLY BY:
HIGHLANDS SCHOOL DISTRICT

DATE RECEIVED _____

VENDOR # _____

DATE ENTERED _____ BY _____

DATE CHECKED _____ BY _____

REQUEST FOR PROPOSAL

05-25-02 06:00-010011

ITEM	QUANTITY	UM	UNIT DETAIL DESCRIPTION	BATCH
CLASS : CUST				
35-0065	10	LBS.	POUNDS TOWELING, #2 BATH - MUST SUBMIT SAMPLES. WHITE ONLY, APPROX 12"X12"	B&G2025
			REQUESTED BRAND : STARWIPER	PRODUCT NUMBER : RWCWC25
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	
35-0137	30	EA	EACH BOTTLES, 32 OZ. ONLY	B&G2025
			REQUESTED BRAND : IMPACT	PRODUCT NUMBER : 5032WG
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	
35-0151	48	EA	EACH EXTENSION DUSTERS, MICROFIBER	B&G2025
			REQUESTED BRAND : IMPACT	PRODUCT NUMBER : 3148
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	

ITEM	QUANTITY	UM	UNIT DETAIL	BATCH
35-0163	10	LBS.	DESCRIPTION TURKISH TOWELS - SEND SAMPLE. WHITE ONLY. APPROX 20"X20" REQUESTED BRAND : STAR WIPERS YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST : SUBSTITUTE ITEM (CIRCLE) : YES / NO	B&G2025 PRODUCT NUMBER : RTTHMC-25 TOTAL COST : PRODUCT NUMBER : TOTAL COST :
35-0181	48	EA	EACH BUNNYTAILS OR TOILET BOWL MOPS. SEND SAMPLE REQUESTED BRAND : IMPACT YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST : SUBSTITUTE ITEM (CIRCLE) : YES / NO	B&G2025 PRODUCT NUMBER : IP-204 TOTAL COST : PRODUCT NUMBER : TOTAL COST :
35-0184	200	EA	EACH MICROFIBER CLOTHS - BLUE ONLY REQUESTED BRAND : MONARCH YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST : SUBSTITUTE ITEM (CIRCLE) : YES / NO	B&G2025 PRODUCT NUMBER : LFK301 TOTAL COST : PRODUCT NUMBER : TOTAL COST :

ITEM	QUANTITY	UNIT	UNIT DETAIL DESCRIPTION	BATCH
35-0196	20	EA	EACH DOODLEBUG HOLDERS WITH HANDLES, 3M ONLY REQUESTED BRAND : IMPACT YOUR CATALOG # : SUBSTITUTED BRAND : DO NOT SUBSTITUTE UNIT COST : TOTAL COST :	B&G2025 PRODUCT NUMBER : M00405
35-0200	12	CASE	CASE DEL-WAXED BAGS FOR RECEPT. 9.75 X 2.75 X 9 7/8, 500/CS, R.M. #6141 REQUESTED BRAND : RUBBERMAID YOUR CATALOG # : SUBSTITUTED BRAND : DO NOT SUBSTITUTE UNIT COST : TOTAL COST :	B&G2025 PRODUCT NUMBER : 6141
35-0202	30	EA	EACH SQUEEZE TRIGGER FOR 32 OZ. BOTTLES ONLY REQUESTED BRAND : IMPACT YOUR CATALOG # : SUBSTITUTED BRAND : UNIT COST : TOTAL COST :	B&G2025 PRODUCT NUMBER : TRIGGER
SUBSTITUTE ITEM (CIRCLE) : YES / NO				

ITEM	QUANTITY	UM	UNIT DETAIL	BATCH
35-0220	24	EA	DESCRIPTION	B&G2025
			ANGLE BROOMS W/ HANDLE, NYLON, ABCO #BRI0022 ONLY	
			REQUESTED BRAND : ABCO	PRODUCT NUMBER : BRI024MH
			YOUR CATALOG # :	
			SUBSTITUTED BRAND : DO NOT SUBSTITUTE	PRODUCT NUMBER :
35-0270	20	CASE	UNIT COST :	TOTAL COST :
			CASE CASE	B&G2025
			SMALL TRASH LINERS, 1000/CS, 24X33X .8 MIL ONLY	
			REQUESTED BRAND :	PRODUCT NUMBER : HD33
			YOUR CATALOG # :	
35-0296	5	EA	SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	
			B&G2025	
			CONTINENTAL COMPLETE MOP BUCKET/WRINGER COMBO YELLOW W/ CASTERS, 44 QT. #404	
			REQUESTED BRAND : IMPACT 35 QT	PRODUCT NUMBER : 400569
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	

REQUEST FOR PROPOSAL

05/25/02 00:06-090611

ITEM	QUANTITY	UM	UNIT DETAIL DESCRIPTION	BATCH
35-0326	6	PAIR	PAIR STRIPPING SHOES LG 9 1/2 - 11 REQUESTED BRAND :	B&G2025 PRODUCT NUMBER : SB-KIT-LG
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	
35-0352	20	CASE	CASE MR. CLEAN ONLY - MAGIC ERASERS REQUESTED BRAND :	B&G2025 PRODUCT NUMBER : PGC7909
			YOUR CATALOG # :	
			SUBSTITUTED BRAND :	PRODUCT NUMBER :
			UNIT COST :	TOTAL COST :
			SUBSTITUTE ITEM (CIRCLE) : YES / NO	

