

**The Board of Public Education  
of the School District of Pittsburgh**  
Administration Building, 341 South Bellefield Avenue  
Pittsburgh, PA 15213

Inquiry  
Number 8818

**Sealed bids for material listed herein will be received in the Bellefield Avenue Lobby in the Administration Building until 11 o'clock A.M., WEDNESDAY, JUNE 2, 2021 and will be opened at the same hour in ADMINISTRATION BUILDING CAFETERIA.**

**Price each item as indicated including delivery INSIDE OF BUILDING to  
Insert Prices, Model No., etc., sign the bid form and Return ONE Copy**

**INDIVIDUAL SCHOOL SUPPLY  
KITS- 6TH TO 12TH GRADE  
STUDENTS**

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1. These bids are being received according to law as set forth in the Public School Code of 1949, as amended.
  2. All bids shall be returned in sealed envelopes and addressed to **The Board of Public Education Attention Daniel Johnson RM 349**. Please show the bid inquiry number on the outside of the envelope.
  3. The Bidder is responsible for ensuring that the Bid document, inside a sealed envelope, is deposited into the locked bid box in Lobby of the Administration Building prior to 11:00 AM on the date of the Bid Opening. Delivering that Bid document to a school district employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. The School District is not responsible for the failure of any of its employees or any mail delivery service to place this bid document in the designated bid box prior to the time and date for the public opening of this Bid.
  4. One copy of this bid inquiry document is to be filled out, signed and returned to the Board of Public Education.
  5. Bids shall be submitted on this Inquiry form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
  6. Bidders will quote prices on the unit as specified (i.e., "each", "lot", "dozen", etc.) unless the unit as used in the trade differs from that requested on the Inquiry. In such case, the unit being bid should be changed on this bid document to reflect the industry standard.
  7. Prices quoted will be considered net unless otherwise noted on bid. No escalator clauses will be permitted unless provided for in the Bid format.
  8. Prices quoted must include all costs for transportation to the location indicated above including delivery inside the building.
  9. Not more than one alternate product may be quoted on any single item of the bid. Description and pricing for such alternate must be typed in on this document immediately below space for pricing of primary bid.
  10. All bids shall be effective for a period of 45 days from the opening date of this bid, and no bid may be withdrawn prior thereto.
  11. In all cases where no sample is submitted by the bidder, it will be understood that the bidder agrees to furnish the exact article or articles as specified, or to exactly match the Board's sample. Where samples are requested on items bid, failure to provide such samples may result in the automatic disqualification of the bid for those items.
  12. The Purchasing Agent of The Board of Public Education shall have full power and authority to reject any and all materials furnished which in his opinion, are not in strict compliance and conformity with the requirements of the specifications, or equal in every respect to the samples submitted. The decision of said Purchasing Agent shall be final, conclusive, and without exceptions or appeal. All articles so rejected shall promptly be removed from the premises of the Board at the cost of the Vendor.
  13. The Board of Public Education reserves the right to increase quantities of items to be purchased to reflect actual Board needs at the time that orders are issued. Such additional quantities will be purchased at the price indicated on this bid.
  14. The Board of Public Education reserves the right to reject any or all bids, and to accept or reject any item or group of items, for which bid is submitted.
  15. Piggybacking - It is understood that the goods and services described in the specifications may be purchased by the District and any other local municipal bodies as set forth in the specifications and bidder agrees to supply the goods and services to the local municipal bodies on the same terms and conditions as if they were to be supplied to the District. To the extent that the local municipal bodies purchase goods or services, then the local municipal bodies and not the District, shall be liable to the bidder.

Please provide a quote for the below project including items for all categories listed. We will need a packing/distribution plan and related pricing for providing individual school supply kits for 6<sup>th</sup> to 12<sup>th</sup> grade students. It is preferred that each student kit be in a separate drawl string bag. Other packaging of individual kits will be considered.

Include the shipping on the total purchase. The District reserves the right to include some or all items in the student supply kit.

The District anticipates providing a kit for each 6<sup>th</sup> to 12<sup>th</sup> grade student. Estimated student enrollment numbers are as follows and is provided for bidding proposes. Enrollments may vary slightly (5% to 20%) for final purchase order.

- 6<sup>th</sup> – 8<sup>th</sup> graders: enrollment 4,700
- 9<sup>th</sup> – 12<sup>th</sup> graders: enrollment 6,300

A price should be provided for each item/product separately. **The cost of packaging either in a drawl string bag or a plastic tote bag should also be included.** District will determine preferred packaging and items to include after award based on pricing.

The District accepts delivery of student's bags by **August 5, 2021** to the District's central warehouse located at:  
Attn: Holly Blodgett  
1305 Muriel Street  
Pittsburgh PA 15203

**CERTIFICATE OF COMPLIANCE WITH THE  
SUBSTANCE ABUSE POLICY OF THE  
SCHOOL DISTRICT OF PITTSBURGH**

I, \_\_\_\_\_, do hereby certify that I have read and understand the Substance Abuse Policy of the School District of Pittsburgh, and have supplied a copy of same to my employees and/or subcontractors. I also declare that my employees and/or subcontractors and their employees who will be performing tasks that are high risk, safety sensitive or genuinely implicate public safety, will pass an appropriate test for substance abuse prior to being permitted access to the School District of Pittsburgh's workplaces.

**NOTARY PUBLIC**

BY: \_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name & Title of Representative

*(Seal and/or Stamp)*

\_\_\_\_\_  
Print Name of Company

\_\_\_\_\_  
Telephone Number of Representative

\_\_\_\_\_  
Date

INSTRUCTIONS FOR CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-  
LOWER TIER COVERED TRANSACTIONS

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the following page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal” and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include in this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, - Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals, each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the Certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# CERTIFICATION

## REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, encoded at 29 CFR Part 98, 98.510, participants responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register {Pages 19160-19211}.

{BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION}.

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

NAME OF ORGANIZATION \_\_\_\_\_

AUTHORIZED REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

The Board of Public Education  
of the School District of Pittsburgh  
Pittsburgh, PA 15213

INQUIRY NUMBER 8818  
SHEET NUMBER 6 OF 7

Articles	Price
<p style="text-align: center;">SPECIFICATIONS</p> <p style="text-align: center;">FOR</p> <p style="text-align: center;">INDIVIDUAL SCHOOL SUPPLY KITS- 6TH TO 12TH GRADE STUDENTS</p> <p>All Pricing is due by 11:00 am on June 2, 2021. For questions pertaining to this bid please contact Pamela Capretta at 412-529-4302. Bids will be award at the June 23, 2021 legislative meeting.</p> <p style="text-align: center;">Daniel Johnson</p> <p style="text-align: center;">SCHOOL DISTRICT OF PITTSBURGH PURCHASING DEPT ROOM 349 341 SOUTH BELLEFIELD AVENUE PITTSBURGH, PA 15213</p> <p style="text-align: center;">PHONE: (412) 529-4664</p> <p style="text-align: center;"><u>NON-DISCRIMINATION POLICY</u></p> <p>THE PITTSBURGH PUBLIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504.</p> <p>FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES CONTACT: <u>CONTRACT COMPLIANCE OFFICE, PITTSBURGH PUBLIC SCHOOLS, 1305 MURIEL STREET, PITTSBURGH, PA 15203, (412) 529-4661.</u></p>	

We, the undersigned, hereby propose and agree to furnish to the Board of Public Education any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

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

Sign Here \_\_\_\_\_

Original Signature Required

**The Board of Public Education  
of the School District of Pittsburgh  
Pittsburgh, PA 15213**

INQUIRY  
NUMBER 8818  
SHEET NUMBER 7 OF 7

	Articles	Price
<u>ITEM NO.</u>	<u>ITEM</u>	
1.	<ul style="list-style-type: none"> <li>• 1 ruler – flexible or lightweight strong plastic</li> </ul>	\$ _____
2.	<ul style="list-style-type: none"> <li>• 1 graphing paper pack of 50 sheets</li> </ul>	\$ _____
3.	<ul style="list-style-type: none"> <li>• 5 standard Pencils</li> </ul>	\$ _____
4.	<ul style="list-style-type: none"> <li>• 5 pencil top erasers</li> </ul>	\$ _____
5.	<ul style="list-style-type: none"> <li>• 5 two pocket folders</li> </ul>	\$ _____
6.	<ul style="list-style-type: none"> <li>• 2 blue pens</li> </ul>	\$ _____
7.	<ul style="list-style-type: none"> <li>• 2 black pens</li> </ul>	\$ _____
8.	<ul style="list-style-type: none"> <li>• 1 hand-held pencil sharpener with shaving tray</li> </ul>	\$ _____
9.	<ul style="list-style-type: none"> <li>• 1 weekly student subject planner               <ul style="list-style-type: none"> <li>○ For entire school year, 3-hole drilled &amp; bound booklet</li> </ul> </li> </ul>	\$ _____
10.	<ul style="list-style-type: none"> <li>• lanyard</li> </ul>	\$ _____
11.	<ul style="list-style-type: none"> <li>• water bottle</li> </ul>	\$ _____
12.	<ul style="list-style-type: none"> <li>• scientific calculator basic TI-30 or comparable               <ul style="list-style-type: none"> <li>○ (for 10<sup>th</sup>-12<sup>th</sup> graders only)</li> </ul> </li> </ul>	\$ _____
13.	<ul style="list-style-type: none"> <li>• drawstring bag</li> </ul>	\$ _____
14.	<ul style="list-style-type: none"> <li>• plastic tote bag</li> </ul>	\$ _____
15.	<ul style="list-style-type: none"> <li>• packing cost of individual student kit</li> </ul>	\$ _____

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Company Name \_\_\_\_\_  
Sign Here \_\_\_\_\_  
Original Signature Required