



REQUEST FOR BID

BID NAME: FURNISH, DELIVER AND INSTALLATION OF KILNS

BID NUMBER: 2324-001

BID DUE DATE: JANUARY 16, 2024 – 1:00 P.M. SHARP

BID SECURITY REQUIREMENTS: NONE

THE FOLLOWING DOCUMENTS/ITEMS **MUST** BE PROVIDED AS PART OF YOUR BID RESPONSE. FAILURE TO PROVIDE ANY OF THESE DOCUMENTS **MAY DISQUALIFY YOUR BID.**

- A. THIS FORM (PAGE 1), FORM OF PROPOSAL (PAGE 9) AND PAGE 10**
- B. SUPPLIED BROCHURE/LITERATURE OR MANUFACTURERS CATALOG WITH KILN DETAILS**
- C. COMPLETED NON-COLLUSION AFFIDAVIT**

CERTIFICATION OF SIGNATURE

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED BID REQUEST TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten) _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID ON THEIR BEHALF



INFORMATION FOR BIDDERS

1. Bids/proposals for the furnishing and delivery of items or services as set forth in the enclosed specifications will be received at the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: PURCHASING DEPARTMENT**

2. Bidders will submit the “Form of Proposal” with all required documents in a sealed envelope clearly marked with the **NAME OF THE BID AND BID/PROJECT NUMBER, IF APPLICABLE**. If bids are sent by UPS, Federal Express, etc. this information **MUST** also appear on the **OUTSIDE ENVELOPE**.
3. All bids/proposal correspondence, pricing, etc., must be typewritten or handwritten in ink.
4. Bids/proposals will remain in effect for a period of not less than ninety (90) days from the date of the opening. No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening thereof.
5. The Board of School Directors of the Central Bucks School District (referenced throughout these instructions as “the District”) reserves the right to waive any formalities or irregularities, and also reserves the right to reject any and all bids/proposals, to divide a bid/proposal in the best interest of the District, to eliminate, reduce or increase items and/or quantities and to exercise judgment as to the comparative merits of the products or services offered.
6. No rights shall accrue to any person submitting a bid/proposal until such bid/proposal has been accepted, and a contract awarded, and such contract completely executed in writing by both parties.
7. The successful bidder shall not assign, transfer, or sublet the ensuing contract, or any portion thereof, to others without written consent of the District. Any intention or desire to assign, transfer, or sublet must be stated in the bid/proposal as supplementary information, along with particulars as to the arrangement contemplated.
8. All bids/proposals must comply with all laws of the Commonwealth of Pennsylvania. These laws include, but are not limited to, those relating to equal employment opportunities in contracts and certification of U.S. manufactured steel in certain products, and Act 34 and act 151 background check of personnel and Federal Criminal History Act 114 where applicable as well as Act 126 Evidence of Child Abuse Training.
9. Applicable laws and regulations shall be considered a part of these instructions and specifications, and any ensuing contract.
10. Successful bidders must comply with the “Right to Know Laws” and supply the District with, as part of any product(s) or service(s) provided, **MATERIAL SAFETY DATA SHEETS**, where applicable. The District will not be responsible for payment of invoices unless the successful bidder complies with this request.

INFORMATION FOR BIDDERS (Continued)

11. **DISCRIMINATION PROHIBITED** – According to Section 755, Public School Code of Pennsylvania, 1949, as amended, the successful bidder agrees:
 1. That in the hiring of employees for the performance of work under this contract, or any subcontract hereunder, no contractor, subcontractor, or any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
 2. No contractor, subcontractor, nor any person acting on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under his/her contract on account of color, race, creed or gender.
 3. That there 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 has been discriminated against, or intimidated, in violation of the provisions of this contract.
 4. This contract may be cancelled or terminated by the 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.
12. **HUMAN RELATION ACT** – The provisions of the Pennsylvania Human Relation Act 222 of October 27, 1955 (P.L. 744 (43 P.S., Section 951, et. seq.) of the Commonwealth of Pennsylvania Human Relation Contract Compliance, 16 PA. Code Chapter 49, that prohibits discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with provisions of the Act, as amended, that is part of this specification. Your attention is directed to the language of the Commonwealth’s non-discrimination clause in 16 PA Code 349.101.
13. Without comprising the rights stipulated in these instructions, the District encourages bidders’ suggestions which will achieve reduced costs or improved value, and encourages alternate bids/proposals which, in the bidder’s judgment, afford the District the opportunity to achieve such objectives.
14. The bidder agrees, if awarded a contract, to furnish and deliver the specified item(s)/service(s) at such time, at such places, and in such quantities as specified, and that item(s)/service(s) shall be subject to the inspection and/or approval of the District. In the event that any item(s)/service(s) are rejected as unsuitable/unacceptable or not in conformity with the specifications, item(s)/service(s) of proper/acceptable quality, as set forth in the specifications, shall be furnished in the place thereof at the expense of the successful bidder.
15. The Central Bucks School District provides a smoke-free environment for its students, staff and general public. NO SMOKING is permitted in any building or on the grounds of any District building.
16. In the event the successful bidder neglects or refuses to furnish and deliver the item(s)/service(s) or any part thereof as provided in the specifications, or to replace any which are rejected as stated in the preceding paragraph, the District is authorized and empowered to purchase such item(s)/service(s) from other sources in such quantities and in such a manner as it shall select, at the expense of the successful bidder, or to cancel the successful bidder’s contract, reserving to itself never-the-less, all rights for any damages which may be incurred by the District.

INFORMATION FOR BIDDERS (Continued)

17. All bids/proposals shall be itemized, priced, totaled and summarized per the format as stipulated or provided with these instructions. Such format will be adhered to strictly or the bid/proposal will be rejected.
18. Changes, alterations or interlineations in any preprinted or formatted bid/proposal will not be accepted. Any clarifications, comments or elaborations may be submitted as an attachment (supplement) to the bid/proposal and must be identified clearly as to the content and intent.
19. Various materials and products may be specified by brand, trade name or description to establish a standard of quality and cost for bid purposes. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words “or District approved equal”, they shall be subject to equals only as approved by the owner, engineer and/or architect. A bid containing an alternative may be accepted but, if an award is made to that bidder, the bidder will be required to replace any alternatives which do not meet the specifications. **Complete specifications, manufacturer’s catalogs, etc. must be provided for any product offered as an “alternate”. Failure to provide this information will result in no consideration being given to the “alternate” offered.**
20. In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts there under.
21. In the event of any discrepancy between unit prices and extension, the unit price will govern.
22. All bids/proposals must be firm prices, unless otherwise specifically provided in the bid request. Pricing which is not firm, involves any escalation, subsequent adjustment, adder, or other contingency, will be rejected as non-responsive.
23. The prices in your bid/proposal shall be NET prices and must include ALL shipping, handling and delivery cost. The District reserves the right to refuse any delivery where the shipping charges are not prepaid by the bidder, unless otherwise stipulated in the bid instructions.
24. SALES AND USE TAXES /FEDERAL EXCISE TAXES – If the item subject of this bid is subject to State Sales Tax / Federal Excise Tax, the District will provide evidence of tax-exempt status.
25. Under the provisions of Act 138 of 1994, Central Bucks School District will issue payment within the prescribed time established by the Act. Payment will be made upon receipt of all goods/services being received and complete unless as otherwise stated by contract documents or other mutually agreed terms. In the event of a dispute arising over the quality or quantity of goods/services received, payment may be suspended pending resolution of the dispute.
26. Any changes, alterations or additions to this information will be detailed in the specifications that are part of this bid.
27. Invoices shall be submitted in duplicate and mailed to the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: ACCOUNTS PAYABLE**

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. The Non-Collusion Affidavit is material to any contract award pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies shall 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 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 joint venture, each party of the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “Complimentary 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 non-competitive bid, and any other form of bid submission for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in the disqualification of your bid.



NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ : S S. _____

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 prices(s) and the amount of this bid.

I state that:

1. The prices(s) and the 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 non-competitive bid or other form of "Complimentary" bid.
4. The bid of my firm is made in good faith and not pursuant of any agreement or discussion with, or inducement from, any firm or person to submit a "Complimentary" or other non-competitive bid.
5. _____, its affiliates,
(Name of Firm)

subsidiaries, officers, directors and employees are not currently under investigation by any government 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 any public contract., except as follows: (state below)

NON-COLLUSION AFFIDAVIT (Continued)

I state that _____ **understands**
(Name of Firm)

And acknowledges that the above representations are material and important and will be relied on by Central Bucks School District in awarding the contract 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 Central Bucks School District of the true facts relating to the submission of bids for this contract.

SIGNED _____
(Name)

TYPED _____
(Name)

POSITION _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF

_____, 20____
(Month)

S E A L

(Notary Public)

My commission expires _____

NEW KILNS
Five (5) Top Load, One (1) Front Load
Furnish, Deliver and Install
BID 2324 - 001

SCOPE OF WORK

This Supplier will be responsible to furnish, deliver and install the following **NEW KILNS**:

- 1A. Five (5) Top Loading Kilns with Multi-Zone Touchscreen Control, minimum of 10.2 cubic feet capacity, minimum of Cone 5 (2170F, 1190C). Kiln dimensions will be approximately 35"Wx46"Dx74"H and must fit in existing space. Compatible with 60-amp 3 phase kiln requirements. Standard kiln furniture kit must be included in price. Kilns will be delivered one each to the following:
- **Barclay Elementary School - 2015 Palomino Drive Warrington, PA 18976**
 - **Doyle Elementary School - 260 North West Street Doylestown, PA 18901**
 - **Gayman Elementary School - 4440 Point Pleasant Pike Doylestown, PA 18902**
 - **Linden Elementary School - 480 Linden Avenue Doylestown, PA 18901**
 - **Pine Run Elementary School - 383 West Butler Avenue New Britain, PA 18901**
- 1B. One (1) Front Loading Kiln with stand and Multi-Zone Touchscreen Control, minimum of 13.7 cubic feet capacity, minimum of Cone 10 (2350F, 1290C). Kiln dimensions will be approximately 45"Wx39"D 75"H and must fit in existing space. Compatible with 60-amp 3 phase kiln requirements. Standard kiln furniture kit must be included in price. Delivered and installed to:
- **Central Bucks High School East - 2804 Holicong Road Doylestown, PA 18902**
2. Supplier shall provide Room Venting compatible with kiln to include:
- supply install and verify a downdraft system hard ducted with non-corrosive HDPE pipe.
 - seal to existing exhaust system
3. Wi-Fi connectivity for kilns is preferred
4. Freight and shipping of kiln as well as uncrating, disposal of packaging materials and clean-up shall be included.
5. Connect the new kiln to existing power supply. The school electrician will disconnect the existing kiln for removal by the Supplier.
6. Supplier shall perform test firing of kiln, leveling of kiln and verification of manufacturers specifications.
7. Supplier shall provide school personnel instructions on firing and care of the kiln.
8. Supplier is responsible for disconnection, removal and disposal off site of old kiln.
9. The area the kiln is in measures approx. 6' x 8'.
10. The door that opens into the kiln room from the art room is a standard 36" door, with a 34" opening.
11. The new Kiln MUST be UL Listed.
12. Supplier must state length of warranty.
13. Supplier must state length of service Agreement.

SPECIFICATIONS:

1A. Top Loading Kilns:

- a. Touchscreen control
- b. Dynamic zone control
- c. Hard ceramic element channels
- d. Minimum of Cone 5
- e. Type K thermocouples with protection tubes
- f. 3” brick
- g. Solid straight-view peephole plug
- h. Easy access control panel
- i. Full support stand
- j. Must meet c-MET-us listed to UL499 standards for safe use in the workplace

1B. Front Loading Kilns:

- a. Touchscreen control
- b. Dynamic zone control
- c. Hard ceramic element channels
- d. Cone 10
- e. Type K thermocouples with protection tubes
- f. 3” K23 brick
- g. Solid straight-view peephole plug
- h. Easy access control panel
- i. Full support stand
- j. Must meet c-MET-us listed to UL499 standards for safe use in the workplace

Requirements: Supplier shall furnish and install kiln(s) no later than June 30, 2024. NO EXCEPTIONS

FORM OF PROPOSAL

NEW KILNS

**Five (5) Top Load, One (1) Front Load
Furnish, Deliver and Install
BID 2324 - 001**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR BID RESPONSE

The Bidder stated below agrees to provide all labor, materials, equipment, supervision, removal of existing equipment and packaging materials and all other activities required to provide a complete scope of work as defined in the above referenced Bid Request.

Pricing for Five (5) New Top Loading Kilns for the Lump Sum amount of \$ _____

Pricing for One (1) New Front Loading Kiln for the Lump Sum amount of \$ _____

WHICH BRAND AND MODEL IS THIS BID BASED ON: Top Load: _____

Front Load: _____

Provide detailed specifications of what is included in your furniture kit: _____

Will delivery, installation and set-up be complete by June 30, 2024? YES NO

The below stated Bidder agrees to provide all labor, materials, equipment, supervision and all activities required to provide a complete scope of work as defined in this Request for Quotation, including, but not limited to, agree to all terms and conditions, all as shown or by reference, unless as excluded below:

Did you deviate from the specifications in any way: YES ___ NO ___? (If yes, you must explain below and submit a detailed description of all deviations so that your product or service can be properly evaluated.)

What is the length of Warranty included in the above pricing? _____

What is the length of the Service Agreement included in the above pricing? _____

Have this(these) brand(s) and models of kilns had testing and listing from a recognized testing company? If yes, please provide details. _____



This Bid together with all documents, specifications, drawings and documents/attachments/Addendums, are included and constitute the entire proposal from the bidder. There are no terms, conditions, or provisions, either oral or written, between the parties hereto, other than those contained herein. The Bid supersedes all written representation, inducements, or understandings of any kind or nature between the parties hereto, relating to the project involved herein. Payment Terms are net 30 days, for this scope of work.

Award and Contract Unless otherwise specified, Central Bucks School District reserves the right to make award by item or items, or by total, as may be in the best interest of the Central Bucks School District; accept a bid based on considerations other than costs; and waive and modify any provisions of the request for bid. A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed by an authorized Purchase Order shall, unless otherwise specified, result in a binding contract without further action by either party. The Bidder is responsible for all costs and expenses to develop and submit a proposal in response to the solicitation.

The lump sum bid price above, includes all shipping/transportation costs, if applicable. Central Bucks School District is exempt from all sales and or use taxes. The submitted pricing for this scope of work shall remain firm for 90 days from date of submission.

The bidder acknowledges that he/she has carefully read the entire Bid Packet and understands the specifications, Terms of Service as well as the selection and submission process.

Company Representative Print Name: _____

Title: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Authorized Signature: _____

Date: _____