



INVITATION TO BID # 2024-001

Greater Nanticoke Area School District wishes to solicit bids for the items listed below. Bids must be received in the School's Technology Department by 12:00PM on Wednesday, May 1st, 2024.

Greater Nanticoke Area School District reserves the right to waive any informalities, irregularities, defects, errors, or omissions in, or to reject any or all proposals or parts thereof.

BID # 2024-001

HP Chromebooks

****PARTIAL BIDS WILL NOT BE CONSIDERED****

See attached sheet for section details.

Section	Total
A - HP Chromebooks and Google Licenses	\$ _____
TOTAL	\$ _____

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Company Name _____

Address: _____

Typed Name and Title: _____

Signature: _____

Telephone:(__) _____ FAX:(__) _____

GREATER NANTICOKE AREA SCHOOL DISTRICT GENERAL CONDITIONS OF BID for NON-CONSTRUCTION

In addition to the enclosed material specifications, Greater Nanticoke Area School District (GNASD) requires all Bidders to comply with the following:

1. Bids must be sent by Certified Mail, return receipt requested, by shipping company that tracks deliver, or delivered personally to the Technology Department and **clearly identified as a bid, including the Bid Number**. Bids must be **sealed** and submitted on the enclosed "**Invitation To Bid**". Send bids to:

**TECHNOLOGY DEPARTMENT
GREATER NANTICOKE AREA SCHOOL DISTRICT
427 KOSCIUSZKO ST
NANTICOKE, PA 18634**

2. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. All Bidders are invited to attend bid openings virtually via Zoom conference call at <https://us02web.zoom.us/j/2308163301>

3. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to GNASD, in the amount of ten percent (10%) of the total bid price must accompany each bid. In the event any Bidder shall upon award of the bid, fail to comply with the conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to GNASD.

4. **NO TAX** should be included in the bid price, as GNASD is tax exempt.

5. Quality of goods and specifications must be acceptable to GNASD. **Equivalent** items will be considered UNLESS "No Substitutions" is listed on the Invitation to Bid. However, where substitutes are submitted, the Bidder shall so **indicate in its bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the Bidder.** If requested by GNASD, samples of equivalent items must be furnished to GNASD for evaluation. All samples must be supplied and returned at the Bidder's expense.

6. Bidders are requested to submit a bid on all items. A partial bid is acceptable unless "Partial bids will not be accepted" is specifically stated on the Invitation to Bid.

7. Bid prices shall **INCLUDE** all **SHIPPING AND HANDLING** fees. Delivery, assemble, and install must apply to all items. Items must be shipped prepaid, FOB, Greater Nanticoke Area School District, 427 KOSCIUSZKO STREET, NANTICOKE, PA 18634.

8. Delivery shall be completed no later than **as listed in the specifications, and if not listed in the specifications, then no later than 30 days after the Purchase Order date. Due to the ongoing pandemic, failing to meet the delivery dates will not be grounds for forfeiture of the bid bond.**

9. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Justin Gabel who may be contacted in writing via email at gabelj@gnasd.com no later than **one (1) day unless otherwise noted** prior to stated bid opening.

10. GNASD reserves the right to reject any or all bids or select a single item; GNASD reserves the right to waive defects in the bidding process.

11. GNASD will award the bid to the lowest responsible Bidder. Responsible Bidder is defined as "in the reasonable discretion of the School based upon considerations to include promptness, faithfulness and the capacity and ability to do the work according to plans and specifications, measured by, among other things, the quality of previous work, record of completing projects on time, history of payments to subcontractors and suppliers, maintenance of permanent place of business, adequacy of equipment and plant to do the work, technical experience and whether the Bidder has a solid financial basis to guarantee contract completion."

INVITATION TO BID

Notice of the Purchasing and Conflict of Interest Policies in place at Greater Nanticoke Area School District ("GNASD")

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a "Provider") to GNASD certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any GNASD employee or Board of Education member at GNASD who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to School Policy and Procedure, disclosure must be made, and GNASD may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, GNASD may have the right to recover damages suffered by GNASD in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Greater Nanticoke Area School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the GNASD non-discrimination policy, contact the Human Resources Office at 570-735-7783.

Statement of No Bid Submittal

If your company does not intend on submitting a Bid, please complete and return this form prior to the date shown for receipt of Bid to the following:

Bid #2024-001

Greater Nanticoke Area School District

427 Kosciuszko Street

Nanticoke, PA 18634

Attn: Justin Gabel

gabelj@gnasd.com

We, the undersigned have declined to propose on the above referenced Bid for the following reasons:

- Scope of Work or Terms and Conditions are too "restrictive." (Please explain below)
- Unable to meet requirements
- Bid was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Current workload would not permit us to perform
- Unable to meet insurance requirements
- Other (Please explain below)

Name _____ Title _____

Company _____

Address _____

Telephone _____ Fax _____

Signature _____

Date _____

Subject: PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires Schools and universities to obtain background clearances for any individual having routine interaction with children at the School or in a School-sponsored program, activity, or service. This requirement applies to School employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Greater Nanticoke Area School District to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the School.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

Provide copy to the Human Resources Office

<https://epatch.pa.gov/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

Attached for your reference is a file which contains directions on navigating through the website.

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting - Identogo** (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756. Submit your registration number to the Human Resources Office.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60

Greater Nanticoke Area School District

Bid #2024-001 - HP Chromebooks and Google Licenses

Section A – HP Chromebooks and Google Licenses			
Quantity	Description	Item Cost	Line Total
600	HP Chromebook 11 G9 EE - 3V2Y2UT#ABA		
	11.6" LED HD 1366 x 768 Display		
	Intel Celeron N4500 Dual-Core CPU		
	4GB RAM		
	32GB SSD		
	Intel UHD Graphics		
	Wi-Fi + Bluetooth		
	720p webcam with microphone		
	Keyboard & Touchpad		
	Chrome OS		
	2-Cell Battery		
	45W AC Adapter		
	1 Year Warranty		
600	Google Chrome Education Upgrade License		
	Delivery for all items in Section A by 8/16/2024		
		Total Section A	