

2025-2026

**VENDOR BID
for
HAZLETON AREA
SCHOOL DISTRICT**

**ATHLETIC SUPPLIES &
EQUIPMENT
(FALL SPORTS)
(010)**

5/20/2025

HAZLETON AREA SCHOOL DISTRICT
INSTRUCTIONS TO BIDDERS

PROPOSAL REQUIREMENTS

1. Bids will be received by the Hazleton Area School District, 1515 West 23rd St., Hazle Township, PA 18202-1647, until **11:00 A.M., Tuesday, May 20, 2025** in care of Robert Krizansky, Board Secretary / Business Manager. **PLEASE MARK "BID ENCLOSED" ON OUTSIDE OF ENVELOPE WHEN RETURNING BID.**

All bids are to be sealed and marked on the outside **"Bid for Athletic Supplies & Equipment (Fall Sports)."** Bid prices must be firm for ninety (90) days. Bidder shall sign his proposal properly and in the following manner:

- a. The proposal of an individual must be executed by him personally. the signature must be witnessed and the trade name, address and telephone number must be stated.
 - b. The proposal of a partnership must state the partnership business name, address and telephone number and must be executed by at least one of the partners with the signature witnessed.
 - c. The proposal of a firm or an unincorporated association must state the business name and address and must be executed by at least one of said members with his signature witnessed.
 - d. The proposal of a corporation must show the state of incorporation and the principal office address and telephone number, must be executed by the President or Vice-President of the corporation and the corporation seal must be affixed and attested by the Secretary or Assistant Secretary of the corporation. In the event that the proposal of a corporation is executed other than as provided, evidence of the authority of a person executing the said proposal must be furnished in the form of a corporation resolution.
2. **BIDS SHALL BE SUBMITTED ON THE BID LIST AS FURNISHED HERewith AND MUST BE PROPERLY EXECUTED ON PROPOSAL FORM PROVIDED. NO PROPOSAL WILL BE CONSIDERED WHICH IS SUBMITTED OTHERWISE THAN UPON THE BID LIST AND PROPOSAL FORM. ALL ITEMS WHICH ARE BID MUST BE BID USING THE UNIT OF MEASURE LISTED ON THE BID LIST. NO OTHER ITEMS WILL BE CONSIDERED.**
3. No bidder may withdraw his bid for a period of sixty (60) days after date set for the opening thereof. A violation of this provision on part of the bidder or a failure to comply with the award made him shall forfeit to the Owner his deposit as liquidated damages for his breach of this provision.

4. **AWARD OR REJECTION OF BID**

- a. The bid award will be based on the lowest responsible bidder complying with the conditions of the invitation to bid, provided his bid is reasonable and it is to the interest of the owner to accept it. The owner, however, reserves the right to reject any and all bids or parts thereof or items therein and to waive any informality in bids received wherever such rejections or waiver is in the interest of the owner. The owner also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, bids of a similar nature, or the bid of a bidder who is not in a position, in the opinion of the owner, to perform the bid.
- b. Proposals which contain any omissions, additions or deductions not called for; conditional or uninvited alternate bids; irregularities of any kind or proposals not based on the specifications herein, may be rejected as informal. Proposals in which prices are obviously unbalanced may be rejected.
- c. Negligence on the part of the bidder in preparing his quote conveys no right of withdrawal or modification of the bid after such bid has been opened. No claims on account of mistakes or omissions of any kind will be considered. **Therefore, the Hazleton Area School District will not be responsible for mathematical errors caused by the bidder, with the exception of construction contracts as described in 73 PS 1602 of the PA School Code of 1949.**
- d. The owner assumes no responsibility for any conclusions or interpretations made by the bidder on the basis of verbal information made by the owner.

5. **CERTIFIED CHECK OR BID BOND**

Each bidder shall be required to attach to his bid a certified check or bid bond in the amount of five percent (5%) of the base bid. The bidder agrees that the amount of this check is the amount of liquidated damages that will be sustained by the owner in the event of his failure to supply the materials within 120 days from notifications of award of the contract. This check shall then become the property of the School District. All checks, except as stated above, will be promptly returned. Bid items that have been awarded to a vendor are expected to be delivered at the price specified on the vendor's bid. Failure to deliver a specified bid item will result in vendor forfeiting required 5% bid bond or certified check up to the amount of the next low bidder. The maximum amount a vendor can forfeit by failing to supply a specified bid item is the entire 5% bid bond or certified check.

6. **MATERIALS**

All materials furnished shall be new, free from defect in manufacture and shall be the best of their respective kinds. Where the name of a manufacture is mentioned,

it is for the purpose only in indicating a standard of quality.

7. Use of manufacturer's name, brand name or vendor's catalog number in describing an item does not restrict bidder to that manufacturer or specific article, and is used merely to indicate standard of quality expected. The article, on which the bid is based must be equal to that specified. If not otherwise indicated, it will be that the bid is based on the article specified and delivery of the specific article will be required. All substitutions must be noted. **All items shall be new.** If an item's model # no longer exists, please bid on the model # that replaced the item that is no longer available. However, please list the model # that you are proposing and bidding on. If there is no replacement for a model # that is spec'd, please provide an approved equal item from another manufacturer. Again, please clearly state what item you would be providing so there is no misunderstanding.
8. The net price delivered shall be given and the total net price for the quantity specified shall be given. Bids not meeting these conditions will be rejected. Quotations should be legible and desirably typed. Federal Excise Tax or PA Sales Tax shall be excluded as the school district is tax exempt. Cash discounts will not be considered in determining lowest responsible bidder as cash discounts cannot always be earned, although discounts are expected if earned. **All charges or costs for freight and / or delivery, fuel surcharges, hazardous material charges, etc. should be included in your bid price and not as a separate item.**
9. Hazleton Area School District reserves the right to withhold payment until an order is complete.
10. All cartons in each shipment will be marked with a Purchase Order Number and there will be no co-mingling of Purchase Orders.
11. MSDS Sheets to accompany all chemical orders along with labels for secondary containers.
12. Please note that this bid will be awarded on a per item basis to the lowest responsible bidder and **it is not required to bid on all items.** In the case of a tie and the bid is organized by types of items and one of the tied vendors is low bid on all or most of the other similar items, that particular vendor will win the tie. If this is not the case, then the most local vendor wins the tie.
13. Quantities listed in parenthesis are totals which shall be ordered throughout the school year on an "as needed" basis. Quantities may be **reduced or increased** by the Hazleton Area School District after bid results have been determined. Other amounts are for immediate delivery to the areas as designated.
14. **ALL** DELIVERIES MUST BE MADE TO OUR CENTRAL WAREHOUSE AS STATED ON OUR PURCHASE ORDER SHIP TO address – **NO EXCEPTIONS.** Our Warehouse should be notified 24 hours prior to delivery. (570) 861-8608. If you intend

on sending your bid items via USPS, UPS, FED EX, DHL, etc. It is the bidder's responsibility to notify the warehouse at the phone number above 24 hours prior to delivery. Therefore, the HASD will not be responsible for any deliveries they refuse. In addition, any re-delivery costs (fuel surcharges, shipping, etc.) will not be paid by the Hazleton Area School District.

15. Any or all legal issues that may result from this bid will be handled in a court of law in Luzerne County, Pennsylvania.

16. **PENNSYLVANIA ANTI BID-RIGGING ACT**

The Pennsylvania Anti-Bid-Rigging Act, 73 P.S. 1611 et seq. became law October 26, 1983. Section 7 of the Act states that governmental agencies may require bidders to submit non-collusion affidavits. **The Hazleton Area School District** will require a non-collusion affidavit to be submitted and it will be an integral part of the bid. (Instructions for Non-Collusion affidavits and affidavits are attached).

Any questions concerning the specifications should be directed to the Office of the Business Manager.

Where manufacturer's name or catalog numbers are listed, they are given as a guide only and not to limit competition. The following information is to be completed in ink or by typing by the vendor supplying the bid:

No. of Items Bid _____ Amount of Bid \$ _____

17. **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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 form, any intentionally high or non competitive bid and any other form of bid submitted for the purpose of giving a false appearance of competition.

- f. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

Contract/Bid No._____

I state that I am _____ of _____
(Title) (Name of Firm)

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 complimentary 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 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
(Name of Firm)

above representation are material and important, and will be relied on by **The Hazleton Area School District** in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement(s) in the Affidavit is and shall be treated as fraudulent concealment from **The Hazleton Area School District** 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 _____

Having carefully examined the instructions to Bidders, with instructions, together with the attached bid list(s) are made a part of this proposal, the undersigned agree to furnish and deliver any or all of the items listed and attached hereto, for the respective prices submitted.

NUMBER OF ITEMS BID _____ TOTAL BID AMOUNT \$ _____

(INDIVIDUAL PRINCIPAL)

SIGNATURE OF INDIVIDUAL

Date

Witness:

SIGNATURE

FIRM OR TRADE NAME

ADDRESS

TELEPHONE NUMBER

(PARTNERSHIP PRINCIPAL)

NAME OF PARTNERSHIP

Witness:

SIGNATURE

FIRM OR TRADE NAME

ADDRESS

BY _____ DATE _____
SIGNATURE

CITY STATE ZIP CODE

BY _____ DATE _____
SIGNATURE

TELEPHONE NUMBER

(CORPORATION PRINCIPAL)

Date _____
NAME OF CORPORATION

ADDRESS

CITY STATE ZIP CODE

BY _____
SIGNATURE (PRESIDENT)

ATTEST:

SIGNATURE SECRETARY
(CORPORATE SEAL)

OR (IF APPROPRIATE)

Date _____
NAME OF CORPORATION

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER

WITNESS:

SIGNATURE

*BY _____
SIGNATURE AUTHORIZED
REPRESENTATIVE

*ATTACH APPROPRIATE PROOF EVIDENCING AUTHORITY TO EXECUTE IN
BEHALF OF THE CORPORATION

Sealed bids and/or request for proposals (RFP's) will be received by Mr. Robert J. Krizansky, Board Secretary / Business Manager, Hazleton Area School District, 1515 West 23rd Street, Hazle Township, Pennsylvania 18202-1647, **until 11:00 A.M., Tuesday, May 20, 2025,** for the following:

- 1) Athletic Supplies & Equipment (Fall Sports) 2025-2026

Public Bid / RFP Opening:

Date:

Tuesday, May 20, 2025

Time:

11:05 A.M.

Location:

HASD Administration Building
Second Floor Conference Room
1515 West 23rd Street
Hazle Township, PA 18202-1647

INFORMATION SHEET

<hr/> COMPANY NAME <hr/>	<hr/> BID REF. # (for P.O.) <hr/>
<hr/> ADDRESS (1) <hr/>	
<hr/> ADDRESS (2) <hr/>	
<hr/> CITY, STATE ZIP CODE <hr/>	<hr/> WEBSITE <hr/>
<hr/> TELEPHONE NUMBER <hr/>	<hr/> EXTN. <hr/>
	<hr/> FAX NUMBER <hr/>
<hr/> CONTACT PERSON <hr/>	<hr/> MOBILE PHONE <hr/>
<hr/> E-MAIL ADDRESS <hr/>	<hr/> <i>(IF APPLICABLE) – For current & future bid considerations</i> <hr/>

Use your Grand Total amount to come with the required 5% bid bond or certified check amount.
Any questions please contact Robert J. Krizansky at (570) 459-3111 Ext. 3162.

If interested, please submit the requested information to:

**Hazleton Area School District
c/o Mr. Robert Krizansky
1515 West 23rd Street
Hazle Township, PA 18202-1647**

Bids are due no later than Tuesday, May 20, 2025 at 11:00 A.M.

SEALED BIDS MUST BE MARKED “BID FOR ATHLETIC SUPPLIES & EQUIPMENT (FALL SPORTS).”

NOTE: This bid, along with other additional bids and past bid results, could be printed off our website at the following address:

[**http://www.hasdk12.org/webbids**](http://www.hasdk12.org/webbids)

(Addt'l Bids)

[**http://www.hasdk12.org/bidtabs**](http://www.hasdk12.org/bidtabs)

(Past Bid Results)

HAZLETON AREA SCHOOL DISTRICT
BID CATALOG 010
ATHLETIC SUPPLIES & EQUIPMENT (FALL SPORTS)

The Hazleton Area School District (HASD) had begun a new process for the bidding of supplies and equipment for the 2010-2011 school year forward. In the past, bidders were required to complete the bid manually on hardcopy and mail to the HASD with all of its required bid documents. In most cases, the amounts and vendor item #'s were filled out by hand (handwritten) or in some cases they were typed into the bid documents. Needless to say, there were many ambiguities and also many arithmetic errors on behalf of the bidders. The arithmetic errors did not just occur on the individual item level, but also when totaling the entire bid item amounts.

With that being said, the HASD has now compiled a Microsoft Excel spreadsheet with all of the items out for bid by category listed accordingly. This Excel spreadsheet looks similar to what the bid looked like in the past, but with the exception that the spreadsheet needs to be completed electronically via the computer in (Microsoft Excel).

There are many advantages to this new format, to name a few:

- Quantities and unit of measures cannot be altered, therefore, bidders can only bid on the items as they are exactly specified.
- Now that these bids will be in electronic form, the HASD will save time and possibly prevent human error (on HASD's end) of entering the bid amounts into our financial program incorrectly.
- Bidders can only fill-in the areas that are **highlighted in yellow**. The other areas are protected and cannot be altered by the bidders.
- Mathematical errors can now be prevented because Excel automatically computes the **Total Amount** of each item based on the unit cost provided by the bidder. In addition, it also computes the **GRAND Total** of the entire bid and the amount of the **5% of GRAND Total for the Bid Bond or Certified Check amount**. Please note that if you are bidding on more than one (1) catalog (i.e. Medical Supplies, Athletic Supplies, Clothing, etc.) please add the 5% GRAND TOTAL amount for Bid Bonds / Certified Checks together for all catalogs when computing your Bid Bond or Certified Check amounts.
- There are still highlighted areas in yellow for the bidder to list their item # for the particular item bid and also a highlighted area in yellow for any alternate specifications that the bidder would like to list that may be different from the items exact specifications. (PLEASE NOTE THAT IT IS **REQUIRED** THAT IF A BIDDER IS BIDDING ON AN ITEM AND THE SPECS OF THAT ITEM ARE DIFFERENT FROM WHAT THE HASD HAS LISTED, THE BIDDER **MUST** STATE THIS IN THE "ALTERNATE SPECS" FIELD).
- It is highly encouraged that the bidder(s) reference their item #'s for each respective bid item in the Microsoft Excel spreadsheet. This will prevent any discrepancies on a particular item and force the HASD to validate each bid item.

HAZLETON AREA SCHOOL DISTRICT
BID CATALOG 010
ATHLETIC SUPPLIES & EQUIPMENT (FALL SPORTS)

BIDDER'S RESPONSIBILITIES

Each bidder must:

- obtain a Certified Check or Bid Bond in the amount of 5% of their GRAND Total bid amount as specified on Page 3 of this document - Must be mailed in a sealed envelope to HASD and received by HASD by the specified due date & time
- complete the Non-Collusion Affidavit on Page 7 of this document and (Have it Notarized) - Must be mailed in a sealed envelope to HASD and received by HASD by the specified by due date & time
- complete Pages 8 or 9 of this document - Must be mailed in a sealed envelope to HASD and received by HASD by the specified by due date & time
- complete (all applicable fields) on Page 11 (INFORMATION SHEET) - Must be mailed in a sealed envelope to HASD and received by HASD by the specified by due date & time
- complete the Microsoft Excel Spreadsheet entitled "**Athletic Supplies - Equipment Vendor Bid 5-20-2025.xlsx**" located on the following website <http://www.hasdk12.org/webbids>. Note: This bid spreadsheet must be completed in electronic format and saved in Microsoft Excel and then emailed to the HASD email address of (webbids@hasdk12.org) as an attachment by the due date & time indicated in this bid document. The file can be named anyway you like, but the following must be filled out and saved within your file to be emailed to HASD:
 - VENDOR NAME
 - CONTACT NAME
 - PHONE NUMBER
 - FAX NUMBER
 - EMAIL ADDRESS

Please make sure that the file you save and eventually email to (webbids@hasdk12.org) is complete and all of the highlighted yellow fields are filled in. Obviously, the only highlighted yellow fields that need to be completed in the bid items section are the items that you are bidding on.

- Note the bid items and their respective amounts must be bid on electronically (**no exceptions**). However, if a bidder does not have email capability, they may send the electronic Microsoft Excel file on some type of data storage device (i.e. disk, thumb drive, etc.) in with their other required bid documents in a sealed envelope (listed in this section) by the required bid due date and time.