

**2025-2026**

**VENDOR BID  
for  
HAZLETON AREA  
SCHOOL DISTRICT**

**LIQUID PROPANE**

**6/24/2025**

**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, June 24, 2025** in care of Mr. 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 Liquid Propane."** Bid prices must be firm for length of contract (July 1, 2025 – June 30, 2026). 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 to the **lowest responsible bidder** for each school building (McAdoo-Kelayres El./Mid. School, Drums El./Mid. School & Hazleton Area Academy).
13. Quantities listed in parenthesis are totals which shall be ordered throughout the school year on an "as needed" basis. Other amounts are for immediate delivery to the areas as designated.
14. **ALL DELIVERIES MUST BE MADE TO LOCATION REQUESTED – NO EXCEPTIONS.** Our Maintenance Department should be notified 24 hours prior to delivery. (570) 459-3111 Ext. 3200
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)

- (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:

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.

Sworn To and Subscribed Before Me This                      Day of                      20

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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 \$ \_\_\_\_\_

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**(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

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**(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



18. **INSURANCE**

The successful bidder shall maintain such insurance as will protect him from claims under the Worker's Compensation Act and from any other claims for damage to property or for personal injury, including death, which may arise directly or indirectly from operation under this contract. In any and all cases, the contractor shall be solely liable for any such claim.

19. **EXAMINATION OF PREMISES**

Each bidder shall visit the site in company with the HASD Facilities Director, or person designated by the Facilities Director, to familiarize himself with all conditions affecting this work and to take his own measurements, for which he shall be solely responsible. Receipt of a proposal shall be construed as evidence that this has been compiled with and no extra remuneration or compensation will be awarded the contractor by reason of conditions encountered but that have not been taken into consideration.

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 23<sup>rd</sup> Street, Hazle Township, Pennsylvania 18202-1647, **until 11:00 A.M., Tuesday, June 24, 2025,** for the following:

- 1) Liquid Propane (Bid)
- 2) Music Instrument 2025-2026 (Bid)

**Public Bid / RFP Opening:**

**Date:**

Tuesday, June 24, 2025

**Time:**

11:05 A.M.

**Location:**

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

## **INFORMATION SHEET**

|                            |                             |
|----------------------------|-----------------------------|
| <hr/> COMPANY NAME         | <hr/> BID REF. # (for P.O.) |
| <hr/> ADDRESS (1)          |                             |
| <hr/> ADDRESS (2)          |                             |
| <hr/> CITY, STATE ZIP CODE | <hr/> WEBSITE               |
| <hr/> TELEPHONE NUMBER     | <hr/> EXTN. FAX NUMBER      |
| <hr/> CONTACT PERSON       | <hr/> MOBILE PHONE          |
| <hr/> E-MAIL ADDRESS       |                             |

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

**If interested, please submit the requested information to:**

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

**Bids are due no later than Tuesday, June 24, 2025 at 11:00 A.M.**

**SEALED BIDS MUST BE MARKED "BID FOR LIQUID PROPANE."**

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

<http://www.hasdk12.org/webbids> (Addt'l Bids)  
<http://www.hasdk12.org/bidtabs> (Past Bid Results)

### **PROOF OF INSURANCE**

Certificates of Insurance, as outlined herein, shall be furnished to the Hazleton Area School District by Friday, July 11, 2025. Certificate of Insurance shall provide a minimum of a thirty (30) day notice of cancellation to the School District. The certificates should be sent to the Hazleton Area School District, 1515 West 23<sup>rd</sup> Street, Hazle Township, PA 18202-1647, c/o Robert J. Krizansky. Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for bodily injuries, including wrongful death to any one person, and subject to the same limit for each person, in an amount not less than Two Million Dollars (\$2,000,000) on account of all accidents. Property Insurance in an amount not less than Five Hundred Thousand (\$500,000) for damages on account of any one accident, and in an amount not less than One Million Dollars (\$1,000,000) for damages on account for all accidents. Automobile property damage shall be not less than Five Hundred Thousand Dollars (\$500,000). The limits specified herein are minimum limits.

### **HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

The Vendor shall assume full responsibility for and shall indemnify the School Board for any and all loss or damage of whatsoever kind and nature to all School District Property which in his custody for service under this agreement resulting in part from the negligent act or omission of the Vendor, and subcontractor, or employee, agent or representative of the Vendor.

**NOTE:** There is a non-mandatory Pre-Bid Walk-Thru Meeting to be held on Thursday, June 19, 2025 at 10:00 A.M. in the Administration Building - 2nd Floor Conference Room. For all bidders who do not attend this non-mandatory meeting, he/she can contact Anthony Corrado (570) 459-3111 Ext. 3200 to schedule an independent walk-through.

**\*\*\*PERFORMANCE BOND -** A performance bond will be required by the successful bidder(s) for the entire amount of the contract. The contract amount will be determined after the bid price is approved and then it will be multiplied by the estimated gallons used for each school (McAdoo-Kelayres Elementary / Middle School, Drums Elementary / Middle School & Hazleton Area Academy.)

## **BID #1**

**LOCATION:** McAdoo-Kelayres Elementary / Middle School  
15 Kelayres Road  
McAdoo, PA 18237

**TANKS:** (6) - 1,000 Gallon Liquid Propane Tanks (Owned by HASD)

**FUEL:** The gas shall be a commercial propane C3H8.  
Minimum Heat Rating shall be 91,500 B.T.U.'s per gallon (MSDS Sheet(s) must be provided with Bid)

**DELIVERY:** Upon Request of Customer (SIGNATURE BY CUSTOMER AT TIME OF DELIVERY IS A MUST)

**\*\*BID - FIXED FEE PER GALLON (INCLUDES ALL COSTS), to include transportation costs, and must be firm for the entire length of the contract July 1, 2025 - June 30, 2026.**

**\*\*FIXED FEE PER GALLON (LIQUID PROPANE) \$ \_\_\_\_\_**

Bidders should estimate 30,000 gallons to be used for the period of July 1, 2025 - June 30, 2026. Let it be known that the Hazleton Area School District is NOT required to purchase the estimated amount of 30,000 gallons but may exceed this amount, if this is the case.

Service Charge, if required, for work performed on district line or equipment beyond the second stage regulator:

Light Up \$ \_\_\_\_\_

Temporary Shut Off \$ \_\_\_\_\_

Gas Leak Detection \$ \_\_\_\_\_

Hourly Labor Rate \$ \_\_\_\_\_

-OR-

Minimum Service Charge \$ \_\_\_\_\_

Overtime Rate \$ \_\_\_\_\_

## BID #2

**LOCATION:** Drums Elementary / Middle School  
85 South Old Turnpike Road  
Drums, PA 18222

**TANKS:** (1) - 18,000 Gallon Liquid Propane Tank (Water Capacity) [13,500 Fuel Capacity] (Owned by HASD)

**FUEL:** The gas shall be a commercial propane C3H8.  
Minimum Heat Rating shall be 91,500 B.T.U.'s per gallon (MSDS Sheet(s) must be provided with Bid)

**DELIVERY:** Upon request of customer (SIGNATURE BY CUSTOMER AT TIME OF DELIVERY IS A MUST)

**\*\*BID - FIXED FEE PER GALLON (INCLUDES ALL COSTS), to include transportation costs, and must be firm for the entire length of the contract July 1, 2025 - June 30, 2026.**

**\*\*FIXED FEE PER GALLON (LIQUID PROPANE) \$ \_\_\_\_\_**

Bidders should estimate 30,000 gallons to be used for the period of July 1, 2025 - June 30, 2026. Let it be known that the Hazleton Area School District is NOT required to purchase the estimated amount of 30,000 gallons but may exceed this amount, if this is the case.

Successful Bidder will be responsible for proper operation and condition of tanks, pressure regulators and gauges.

Service Charge, if required, for work performed on district line or equipment beyond the second stage regulator:

Light Up \$ \_\_\_\_\_

Temporary Shut Off \$ \_\_\_\_\_

Gas Leak Detection \$ \_\_\_\_\_

Hourly Labor Rate \$ \_\_\_\_\_

-OR-

Minimum Service Charge \$ \_\_\_\_\_

Overtime Rate \$ \_\_\_\_\_

## **BID #3**

**LOCATION:** Hazleton Area Academy  
1059 East 10<sup>th</sup> Street  
Hazleton, PA 18201

**TANKS:** (1) - 1,000 Gallon Liquid Propane Tanks (Owned by  
HASD) & (1) - 500 Gallon Liquid Propane Tanks  
(Owned by HASD)

**FUEL:** The gas shall be a commercial propane C3H8.  
Minimum Heat Rating shall be 91,500 B.T.U.'s per  
gallon (MSDS Sheet(s) must be provided with Bid)

**DELIVERY:** Upon Request of Customer (SIGNATURE BY CUSTOMER  
AT TIME OF DELIVERY IS A MUST)

**\*\*BID - FIXED FEE PER GALLON (INCLUDES ALL COSTS), to include  
transportation costs, and must be firm for the entire length of  
the contract July 1, 2025 - June 30, 2026.**

**\*\*FIXED FEE PER GALLON (LIQUID PROPANE) \$ \_\_\_\_\_**

Bidders should estimate 9,000 gallons to be used for the period  
of July 1, 2025 - June 30, 2026. Let it be known that the  
Hazleton Area School District is NOT required to purchase the  
estimated amount of 9,000 gallons but may exceed this amount, if  
this is the case.

Service Charge, if required, for work performed on district line  
or equipment beyond the second stage regulator:

Light Up \$ \_\_\_\_\_

Temporary Shut Off \$ \_\_\_\_\_

Gas Leak Detection \$ \_\_\_\_\_

Hourly Labor Rate \$ \_\_\_\_\_

-OR-

Minimum Service Charge \$ \_\_\_\_\_

Overtime Rate \$ \_\_\_\_\_

**END OF BID SPECIFICATIONS**