NORTH EAST SCHOOL DISTRICT

Office of the Business Manager
West Wing of the North East Elementary Center
50 East Division Street
North East, Pennsylvania 16428

The North East School District Board of Directors will accept sealed bids for:

TWO (2) 10-PASSENGER FORD TRANSIT SCHOOL VANS

Bids will be received in the Administration Office until
10:15 AM, JANUARY 12, 2022
and will be publicly opened at that time.

_____	_____
Company Name	Date of Bid
_____	_____
Street Address	Date of Delivery
_____	_____
Phone Number	City/State/Zip
_____	_____
Authorized Signature	**BASE BID**
_____	_____
Title	**LESS: TRADE IN**
	_____
	NET BID

NORTH EAST SCHOOL DISTRICT

Office of the Board Secretary
Administration Wing of the North East Elementary Center
50 East Division Street
North East, Pennsylvania 16428

INSTRUCTIONS TO BIDDERS

Receipt and Opening of Bids

Sealed proposals for the furnishing, delivering and installing, where called for, of the services, materials, equipment and supplies, as required by the Board of School Directors, North East School District, Erie County, will be opened by an authorized agent at date, time, and location as designated on bid. The person, firm or corporation making such proposal shall submit it in a sealed envelope addressed to Mr. Jeffrey A. Fox, Office of the Board Secretary, Administration Wing of the North East Elementary Center, 50 East Division Street, North East, PA 16428. The envelope shall be endorsed on its face with the name of the person, firm or corporation making such proposal, the date of its presentation and the title of the service, materials, equipment or supplies for which such proposal is made. Please provide an electronic copy of the bid specification spreadsheet. The owner reserves the right to reject any or all bids, to consider informal all bids not prepared in accordance with instructions, or to waive any such informalities. Any bid may be withdrawn before the scheduled time for opening bids; after a bid has been opened, it may not be withdrawn.

Time for Receiving Bids

Bids received prior to the time of opening will be securely kept unopened. No responsibility will be attached to the School District, or their representatives for the premature opening of a bid not properly addressed and identified. Bids will be opened on the hour and day as designated on the cover of the bid proposal.

Award or Rejection of Bids

The contract will be awarded to the lowest responsible bidder complying with all the requirements of the specifications. The Board of School Directors reserves the right to reject any or all bids or any part thereof, and may waive any or all technicalities or informalities. The District may select a single item for any bid, without obligation, or may order more than the quantity specified at the unit price stated in the bid, as may best serve the interest of the District.

Quotation

The bidder shall insert the price per stated unit and the extension against each item in the proposal form for which he proposed to furnish, deliver and install. In the event of a discrepancy between the unit price and the extension, the unit price will govern. All prices must be FOB delivery and shall be firm for a period of sixty (60) days unless otherwise stated on the proposal form. The purchaser will not accept any proposal with escalator clauses, unbalanced or irregular features in accordance with form of proposal.

Taxes

No charge will be allowed for Federal, State or Township taxes from which the Board of School Directors is exempt. The price bid shall be net and shall not include the amount of any such taxes. Exemption certificates, if required, will be furnished on forms provided by the bidders.

Standards of Quality, "Or Equal Clauses"

Unless otherwise specified, all materials used for the manufacture or construction of any supplies covered by this bid shall be new and of the best quality and the workmanship shall be of the highest grade.

The use of the name of a manufacturer or of any special brand or make in describing any item in this bid does not restrict bidders to that manufacturer, or specific brand or make; the reference indicates the character or quality of article desired, but articles on which bids are submitted must be equal to those referred to. Bidders offering any article other than the specific make, brand or manufacturer named in this bid must so state in each instance, otherwise, their bids will be considered a being based upon furnishing the specific makes, brand or manufacturer named in this bid.

Purchasers Right of Selection

The Board of School Directors reserves the right to accept this bid by items, or as a whole, or, at its discretion reject any and all bids and re-advertise. The Board of School Directors reserves the right to increase or decrease the estimated quantities by not more than 20%. The purchaser reserves the right to reject any and all proposals which do not comply with these specifications.

Delivery

Delivery will be no sooner than July 1, 2022 and no later than Friday, August 19, 2022 to the North East School District Bus Garage, 11193 East Middle Road, North East, PA. Delivery should be arranged with the District Mechanic and shall be made on weekdays between the hours of 8:00 a.m. and 3:00 p.m. If unable to meet the delivery deadline, the vendor shall be liable to the District for any additional cost incurred by the District.

Billing

Each bill shall carry the order number of the Board of Directors and the items shall be listed in the same order as on the purchase order. Bills must be submitted in triplicate. The original and one copy shall be forwarded to the North East School District, 50 East Division Street, North East, PA 16428 and a duplicate copy shall be sent with the material to the various schools at the time of delivery.

Payment will be made only upon final acceptance of the Board of School Directors. Payment cannot be arranged until approximately thirty (30) days after complete delivery of items on a given order.

Errors in Bids

Bidders, or their authorized representative, are expected to fully inform themselves as to the condition, requirements and specifications before submitting bids.

Bid Bond

All bids submitted must be accompanied by a certified or cashier's check drawn upon a duly licensed national or state banking institution or by a bid bond with cooperated surety in the amount of 10% of the amount of the bid to guaranty acceptance of the contract, if awarded. If the successful bidder fails to execute the contract in timely fashion, the deposit by certified or cashier's check or bid bond shall be forfeited to the School District as liquidated damages.

North East School District
Transportation Department
50 E. Division St.
North East PA 16428

Specifications for a two (2) 10 Passenger Ford Transit Style vans

Two (2) 2022 production model year Ford Transit style vans that adhere to all federal and Pennsylvania motor vehicle inspection guidelines and regulations. Bids shall include all equipment and specifications listed below. The Board of School Directors reserves the right to accept or reject the bid of the lowest bidder, kind, quality and material being equal.

Engine:	V-6 gasoline powered
Transmission:	Automatic with cruise control and reverse activated back up camera
Drivetrain:	All-Wheel Drive
Trim level:	XL
Tires:	235/65r16 all-season tires
Roof:	Medium Roof
Wheelbase:	130” Wheel Base
Alternator:	Standard Equipment
Exhaust:	Standard Equipment
Brakes:	Four Disc Hydraulic Brakes with A.B.S.
Fuel Tank:	Standard Equipment
Steering:	Power Steering with Tilt Wheel
HVAC:	Air Condition and Heat for Front and Rear of Cabin
Radio:	Am/FM with aux input and usb port
Driver’s Seat:	Arm rest, adjustable, adjustable seat belt
Passenger Seats:	9 Passenger seats with seat belts
Upholstery:	Gray Vinyl
Flooring:	Vinyl
Entrance:	Running boards for all entry ways
Mirrors:	Remote operated driver and passenger mirrors
Back up alarm:	Reverse operated back up alarm
Coloring:	School bus yellow with black wheels
Windows:	Power driver and passenger windows W/ tinted passenger windows
Power Port:	USB and 12 volt DC outlet

North East School District
Transportation Department
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Trade In: One (1) 2009 9 passenger Chevy Thomas school bus body van

One (1) 2013 30 passenger Chevy Thomas school bus body bus