

**SOUTHERN COLUMBIA AREA SCHOOL DISTRICT
800 SOUTHERN DRIVE
CATAWISSA PA 17820**

INVITATION TO BID

The Southern Columbia Area School District is accepting sealed bids for (1) New or Used Four Wheel Drive Tractor. Sealed bids will be received by the Southern Columbia Area School District at the District Office in the G.C. Hartman Elementary Center, 800 Southern Drive, Catawissa, Pennsylvania, up to 4:00pm, prevailing time, April 19, 2010, following which all bids will be publicly opened and read aloud. Any interested parties and the public may attend the bid opening. Bids should be directed to the attention of Daniel Rodgers, Business Manager. All bidders must familiarize themselves with the Instructions to Bidders and the Specifications that are available at the District Office between the hours of 8:00am and 3:30pm, Monday through Friday and on the District Office web site at www.scasd.us. The District reserves the right, in its discretion, to reject any or all bids and to waive irregularities in any bid.

Tresa J. Britch, Secretary

Please Run: April 5, 12 and April 18, 2010

**SOUTHERN COLUMBIA AREA SCHOOL DISTRICT
800 SOUTHERN DRIVE
CATAWISSA, PA 17820
(570) 356-2331**

BIDDING INFORMATION & SPECIFICATIONS FOR ONE (1) NEW OR USED FOUR WHEEL DRIVE TRACTOR.

GENERAL CONDITIONS

SEALED BIDS will be received at the office of the Secretary of the Board of School Directors at the District Office located in the G. C. Hartman Elementary Center, 800 Southern Drive, Catawissa, PA 17820, for one (1) New or Used Four Wheel Drive Tractor in accordance with the specifications attached. Bids are to be addressed to Daniel Rodgers, Business Manager and endorsed on the envelope "BID ON TRACTOR." Bids are due no later than 4:00 p.m. prevailing time, April 19, 2010. Bid opening will be at 4:00 p.m. on April 19, 2010, in the District Office Board Room, G. C. Hartman Elementary Center. The public or any interested bidder may attend the bid opening. No bid will be entertained unless CERTIFIED CHECK or BID BOND, of 10% of the bid, made payable to SOUTHERN COLUMBIA AREA SCHOOL DISTRICT, and enclosed in the envelope containing the completed bid blank and signed specification sheets.

The successful bidder shall forfeit the deposit if he fails to deliver the specific tractor in number and capacity of these specified. The vehicle will be delivered by the successful bidder to the Southern Columbia High School parking lot **no later than May 19, 2010.**

The successful bidder will be responsible for providing all necessary paperwork including but not limited to the tractor title, etc. prior to delivery to the school lot.

The bid price must be the total price of the tractor delivered to the Southern Columbia High School parking lot.

All potential bidders are advised that the minimum specifications stated herein are in no way intended to eliminate or restrict any manufacturer or representative. All interested dealers are encouraged to participate in this bidding arrangement. If equipment available does not meet the minimum specifications stated or is substantially different, please make appropriate notes in the space provided on the specification sheets. Additional information that would assist the Board in better understanding and evaluating various types of equipment, materials, etc. is appreciated. Please include this additional information with the completed specification sheets and bidding forms.

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800 SOUTHERN DRIVE
CATAWISSA, PA 17820**

**GENERAL BID REQUIREMENTS FOR ONE (1) NEW OR USED FOUR WHEEL
DRIVE TRACTOR**

1. **PREPARATION OF BIDS** - When no reference or change is made on proposal by bidder, it is understood that the specific item named on proposal shall be furnished by bidder. Entries on the bid document must be typewritten or legibly handwritten in ink. Changes, alterations, or interlineations in the bid are not permitted.

All bids must indicate a firm name and be signed by a responsible person or persons as per the certification sheet attached. Company name must be on all sheets by some satisfactory means (stamp, label, etc.).

Bidders should note that the District lies in a rural area that most overnight couriers do not guarantee next day delivery. Please confirm with your courier before submitting your bid.

2. **DEFAULT** - In the event any property or service to be furnished by the bidder under a contract or purchase order should for any reason not conform to the specifications contained herein and to the sample submitted by the bidder if requested, the Southern Columbia Area School District may reject such property or service. In such event, upon receipt of specific instructions from The Secretary of the Southern Columbia Area School District Board of Directors, the bidder shall immediately remove any rejected property without expense to the Southern Columbia Area School District, and replace it with such property as conforms to the specifications and samples and/or provide additional or alternative property as conforms to the specifications and samples.

Should the bidder default in the performance of the foregoing paragraph, the Southern Columbia Area School District Board of Directors may procure such property or services from other sources in any manner provided by law and shall have the absolute right to deduct from any monies due to the bidder, or that may thereafter come due to the bidder, the difference between the contract price and the actual cost of the property or services to be replaced or substituted. The price paid by the Southern Columbia Area School District in such event shall be the prevailing market price at the time the substitute purchase is made, or in the event that it is necessary to seek bids for such property or service, the amount of the successful bid.

Exclusive jurisdiction and venue for any dispute relating to any matters pertaining to any bid (or to any contract resulting from any bid) shall be in the Court of Common Pleas of Columbia County, Pennsylvania; and any such dispute shall be governed by the laws of the Commonwealth of Pennsylvania.

3. **WITHDRAWAL OF BIDS** - Bidder may withdraw his bid from consideration after the bid opening if the price bid was submitted in good faith and the bidder submits credible evidence that the reason for the price being substantially lower was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional and substantial arithmetical error. Notice of a claim of the right to withdraw such bid must be made within five (5) business days after the opening of bids.
4. **BIDDERS EVIDENCE OF RESPONSIBILITY** - Bidders may not withdraw bids for a period of 30 days after the date set for the opening thereof. No rights shall accrue to any bidder submitting a bid until such bid has been awarded and until properly executed purchase orders are received.

The successful bidder shall not assign the performance of the contract or any portion thereof to any other person without the prior written consent from the Southern Columbia Area School District.

Substitution - When the schedule of items indicates a brand name, a specific manufacturer's catalog reference or as "per sample," the bidder may bid an item other than that named in the schedule as an equal thereto. In all such instances, the proposed substitution shall be clearly described in the bid with the name of the manufacturer, the brand and/or trade name, and any variation from the specifications or standard. Unless a substitution is so indicated, the bidder shall be required to deliver the item as specified in the schedule.

The successful bidder agrees that in the event the Southern Columbia Area School District has accepted and paid for a shipment of a specified item(s), but shall discover upon opening at a later date that the item(s) does not conform to specifications and/or other quality standards of the sample(s) herewith, the bidder agrees to replace any or all of the quality rejected products with products that meet specifications and/or conform to standards of the sample(s) without extra charge to the school agency.

5. **AWARD - CONTRACT** - If any bid is accepted, the contract shall consist of the General Solicitation Statement, the Specifications applicable to the bid, these General Bid Requirements, the Bidder's Proposal, and a Bid Bond (see item 6 below). The contract shall be interpreted, construed and given effect in all respects according to the laws of the Commonwealth of Pennsylvania.

The award of the contract shall be made to the lowest responsible bidder complying with all applicable requirements of the specifications and bidding materials.

The Southern Columbia Area School District may accept or reject any or all bids or parts of bids and may waive informalities, technicalities and irregularities and/or select one or more items from any bid. The judgment of the Southern Columbia Area School District on such matters shall be final.

6. **BID BOND** - No bid will be entertained unless accompanied by a deposit of ten per cent (10%), same to be a CERTIFIED CHECK or BID BOND, of the same amount of the bid, made payable to Southern Columbia Area School District, and enclosed in the envelope containing the completed bid blank and signed specifications sheets.
7. **BILLING** - Invoices shall be sent to the Southern Columbia Area School District business office.
8. **TAXES** - The Southern Columbia Area School District is exempt from state sales tax and federal excise taxes.
9. **RIGHTS AND REMEDIES** - The rights and remedies of the Southern Columbia Area School District Board of Directors provided above shall be exclusive and are in addition to any other rights and remedies provided by law of under the contract. The Southern Columbia Area School District reserves the right to waive any informalities or reject any and all bids.
10. **CHARGES AND EXTRAS** - All prices are to be firm net prices and are to be f.o.b. destination and are to include all charges for inside delivery, insurance, license fees, permits, costs of bonds, or any other costs.

BID FORM

BID ON ONE (1) NEW OR USED FOUR WHEEL DRIVE TRACTOR

The Board of Directors of
The Southern Columbia Area School District
800 Southern Drive
Catawissa, PA 17820

Gentlemen:

After carefully examining the general conditions and specifications, the undersigned agrees to furnish complete one (1) NEW OR USED FOUR WHEEL DRIVE TRACTOR in strict accordance with the above conditions for the sum of:

(1) NEW OR USED FOUR WHEEL DRIVE TRACTOR.....Tractor Price: \$ _____

Year, Manufacturer and Model..... _____

Delivery Date (**No later than May 19, 2010**) _____

TOTAL BID PRICE DELIVERED \$ _____

Bid figures listed above reflect all discounts, delivery, and tag and transfer costs. The School District is exempt from all state and federal taxes.

If notified of the acceptance of this proposal within thirty (30) days after the time set for the opening of the bids, the undersigned agrees to execute a contract for the above in accordance with the form prepared by the Board.

Bids will be received up to 4:00 p.m. on Monday, April 19, 2010. Bids will be opened at that time in the District Office Board Room in the G. C. Hartman Elementary Center. The public or interested bidders may attend the bid opening.

It is understood that the Board of Directors reserves the right to award the bid in the best interest of the Southern Columbia Area School District. It is also understood that the Board of Directors reserves the right to accept or reject any or all bids. The Board is not obligated to accept the lowest or any other bid.

Respectfully submitted,

Name of Bidder (Company Name, City, State)

Date Signature of Bidder

Print Name Telephone No.

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SOUTHERN COLUMBIA AREA SCHOOL DISTRICT
800 SOUTHERN DRIVE
CATAWISSA, PA 17820

SPECIFICATIONS

SPECIFICATIONS FOR TRACTOR NEW OR USED

NEW

MINIMUM 65 HP
MIN. PTO HP-60
4 WHEEL DRIVE
POWER SHUTTLE REVERSER
PTO-HYDRAULIC ENGAGED\WITH BRAKE
MECHANICAL WET DISC BRAKES
CATEGORY 2 -3PT HITCH WITH 3000 LBS. LIFT CAPACITY
TELESCOPIC 3 PT HITCH
3 REMOTE VALVES-PREFERED
10 GPM HYDRAULIC PUMP, MIN
TURF TIRES PREFERED
QUICK ATTACH LOADER WITH A 60" BUCKET-MINIMUM
MINIMUM LIFT HEIGHT 115 INCHES AT PIVOT PIN
MINIMUM LIFT CAPACITY-2000 LBS AT CENTER OF BUCKET
ROPS REQUIRED

CAB IS OPTIONAL OR CAN BE LISTED AS AN ALTERNATE

FOR A USED TRACTOR, ALL OF THE ABOVE SPECS REMAIN THE SAME, BUT
WITH LESS THAN 1,000 HOURS OF OPERATION

THE DISTRICT RESERVES THE RIGHT TO INSPECT THE WINNING TRACTOR
BID.