

TO: Prospective Bidders
FROM: Stephen B. Skrocki, Chief Financial Officer
RE: 2010-2011 Penn Manor Cellular Phone Service Proposals
DATE: January 5, 2010

The Penn Manor School District invites qualified firms to provide proposals for cellular phone services. The Penn Manor School District is soliciting proposals for cellular phone services for the period of July 1, 2010, through June 30, 2011. The district will also accept proposals for an optional second year from July 1, 2011, through June 30, 2012. Listed below are the bid specifications, general conditions, non-collusion affidavit, and requests for the above referenced bid.

The Penn Manor School District is exempt from Pennsylvania sales tax and federal excise taxes.

Billing shall be in one invoice in duplicate to the Business Office. Sealed bids will be received in the Business Office until 1:00 p.m., February 3, 2010, and will be opened in the Conference Room of the Administrative Offices located at Manor Middle School, on February 3, 2010, at 1:15 p.m. The bids shall be plainly marked in the lower left corner "2010-2011 Penn Manor Cellular Phone Service Proposal." The completed original should be submitted to the Business Office, Penn Manor School District, c/o Steve Skrocki, Chief Financial Officer, P. O. Box 1001, Millersville, PA 17551. If delivery is to be made via UPS or Federal Express, bids should be addressed to 2950 Charlestown Road, Lancaster, PA 17603. The Board reserves the right to waive informalities and to accept or reject any or all proposals.

Please retain a copy of your proposal submission for your files.

Specifications

1. Approximately 50 digital cellular phones with low battery indicator, battery charger, caller ID, and voice mail. The cellular phones should be of a model that represents the latest technology in the industry.
2. Coverage area: Lancaster County. Cellular service must reach ALL sections of Lancaster County and have frequency systems that are able to penetrate buildings. To avoid long distance charges, it is required that the cellular phone numbers be local phone numbers and the number can be dialed without long distance (toll and roaming) charges from all phone service providers within Lancaster County.
3. Provide a detailed list of costs for monthly rental, airtime, maintenance, servicing, insurance, texting, surcharges, billing fees, and cost for lost or stolen cellular phone. Please identify any other fee or charge associated with the use of your services. It is imperative that ALL charges associated with the rental, service, and maintenance of the cellular phones are identified. Please provide cost information for any smart phone your company has to offer with a data plan.
4. On-site spare and ability to transfer service to new cell phone with phone call to vendor is desired.
5. Approximate monthly usage is 10,000 minutes. Please provide cost information for a "package plan" and include the per minute cost for usage beyond the "package plan" allowance. The per minute costs should list both the peak and off-peak rates.
6. The cellular phones must be capable of "walkie talkie" or "direct connect" communication.

We agree to supply 2010-2011 Penn Manor Cellular Phone Service Proposal (optional 2011-2012) per the attached bid specifications.

NAME

COMPANY NAME

ADDRESS

PHONE

E-MAIL ADDRESS

SIGNATURE

DATE

GENERAL CONDITIONS

1. The Public School Code does not require all purchases by the School District to be awarded to the lowest bidder in dollars except when kind and quality are the same or equal; and the School District reserves the right to decide on equality on the basis of its judgement as to suitability, durability, ease or cost of operation or maintenance, etc.

2. **Errors in Specifications:**

If a bidder finds discrepancies or omissions in the specifications or is in doubt as to their meaning, the bidder shall at once notify the School District, who will send written instructions to all bidders. The School District will not be responsible for any oral instructions.

3. **Arbitration:**

Should any dispute arise respecting the true meaning of these specifications, the same shall be decided by the School District and their decision shall be final.

4. The School District reserves the right to reject any or all bids, or to waive any technicality of the same.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. 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.
2. This Non-Collusion Affidavit must be executed by the members, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. 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 this bid.
4. 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.
5. 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 firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

CONTRACT FOR _____
(List name of item or job you are bidding on)

STATE OF _____ :
COUNTY OF _____ : S.S.

I state that I am _____ of
(Title)

_____ and that I am
(Name of my firm)

authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

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 complementary 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,
(Name of my firm)

officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three 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 _____
(Name of my firm)

understands and acknowledges that the above representations are material and important, and will be relied on by Penn Manor School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Penn Manor School District of the true facts relating to the submission of bids for this contract.

6. A statement above that a person or firm has been so convicted or found liable does not prohibit the Penn Manor School District from accepting a bid from or awarding a contract to such bidder, but may be a ground for consideration by the Penn Manor School District on the question whether the District should decline to award a contract to the bidder on the basis of a lack of responsibility.

Signature _____

Title _____

Firm _____

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____,
20____.

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____