



INVITATION TO BID

Luzerne County Community College wishes to purchase the items listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) before **Noon on Wednesday, May 9, 2018** at which time the bids will be publicly opened and read aloud. Bidders may attend the bid opening.

Luzerne County Community College reserves the right to waive any informalities, irregularities, defects, errors or omissions in, or to reject any or all proposals or parts thereof.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, Contract or Agreement) for transactions valued at \$5,000.00 and above.

ATTACHMENT: Luzerne County Community College GENERAL CONDITIONS OF BID.

BID #484 OFFICE COPIER/LASER PRINTER PAPER

TYPE OF PURCHASE: **BILL AND HOLD.**

PREFERRED BRAND: HAMMERMILL TIDAL DP

REQUIREMENTS: SAMPLES FOR EQUIVALENT BRANDS MUST BE INCLUDED WITH BID.
 DELIVERY CHARGES MUST BE INCLUDED IN PRICE.
 SKIDS OF PAPER WILL BE ORDERED AS NEEDED.

AMOUNT	DESCRIPTION	PRICE PER CASE/5,000
1,000 CASES OF 5,000 SHEETS	8.5 x 11 20 LB. WHITE - 92 TARGET BRIGHTNESS, MINIMUM LASER COMPATIBLE	\$ _____

BRAND OF PAPER BID: _____

Company Name _____

Address: _____

Typed Name and Title: _____

Signature: _____

Telephone:() _____ FAX:() _____

**LUZERNE COUNTY COMMUNITY COLLEGE GENERAL CONDITIONS OF BID for NON-
CONSTRUCTION**

In addition to the enclosed material specifications, Luzerne County Community College (LCCC) requires all Bidders to comply with the following:

1. Bids must be sent by Certified Mail, return receipt requested, by shipping company that tracks deliver, or delivered personally to the Purchasing Department and **clearly identified as a bid, including the Bid Number**. Bids must be **sealed** and submitted on the enclosed "**Invitation To Bid**". Send bids to:

**PURCHASING DEPARTMENT
LUZERNE COUNTY COMMUNITY COLLEGE
1333 S PROSPECT ST
NANTICOKE PA 18634-3899**

2. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. All Bidders are invited to attend bid openings.

3. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to LCCC, in the amount of ten percent (10%) of the total bid price must accompany each bid. In the event any Bidder shall upon award of the bid, fail to comply with the conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to LCCC.

4. **NO TAX** should be included in the bid price, as LCCC is tax exempt.

5. Quality of goods and specifications must be acceptable to LCCC. **Equivalent** items will be considered UNLESS "No Substitutions" is listed on the Invitation to Bid. However, where substitutes are submitted, the Bidder shall so **indicate in its bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the Bidder.** If requested by LCCC, samples of equivalent items must be furnished to LCCC for evaluation. All samples must be supplied and returned at the Bidder's expense.

6. Bidders are requested to submit a bid on all items. A partial bid is acceptable unless "Partial bids will not be accepted" is specifically stated on the Invitation to Bid.

7. Bid prices shall **INCLUDE** all SHIPPING AND HANDLING fees. Items must be shipped prepaid, FOB, Luzerne County Community College, 1333 SOUTH PROSPECT STREET, NANTICOKE, PA 18634.

8. Delivery shall be completed no later than **as listed in the specifications, and if not listed in the specifications, then no later than 30 days after the Purchase Order date.**

9. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Len Olzinski who may be contacted in writing via email at lolzinski@luzerne.edu or by calling 570-740-0370, no later than **one (1) day unless otherwise noted** prior to stated bid opening.

10. LCCC reserves the right to reject any or all bids or select a single item; LCCC reserves the right to waive defects in the bidding process.

11. LCCC will award the bid to the lowest responsible Bidder. Responsible Bidder is defined as "in the reasonable discretion of the College based upon considerations to include promptness, faithfulness and the capacity and ability to do the work according to plans and specifications, measured by, among other things, the quality of previous work, record of completing projects on time, history of payments to subcontractors and suppliers, maintenance of permanent place of business, adequacy of equipment and plant to do the work, technical experience and whether the Bidder has a solid financial basis to guarantee contract completion."

Questions concerning any requirements of a bid may be directed to Len Olzinski, Director of Purchasing, at (570) 740-0370.

INVITATION TO BID

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

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Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (rreyes@luzerne.edu).

Luzerne County Community College would like thank you in advance for your interest in participating in this invitation to bid. If for some reason you are unable to submit a bid to the College, please let us know the reason why so you will remain on our active bidders list for the future.

Fax to 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.