

Shaler Area School District

Buildings & Grounds Department

1660 Butler Plank Road, Glenshaw, PA 15116 • 412.492.1200 Ext. 2900 • Fax: 412-492-1233

www.sasd.k12.pa.us

John Kaib
Supervisor of Buildings & Grounds



Kathy Coyle
Administrative Assistant

February 14, 2025

RE: Uniform Bid

To Whom It May Concern:

The School District is accepting bids for Custodial/Maintenance Uniforms for the 2025-2026 school year. If you plan on bidding this, please e-mail your name, company name, phone number, fax number, and e-mail address to coylek@shalerarea.org.

Please return the two completed bid sheets (1 original and 1 copy) and a Non-Collusion Affidavit in a sealed envelope on or before March 4, 2025, by 2:00 in an envelope clearly marked, “**CUSTODIAL/ MAINTENANCE UNIFORM BIDS**”. Return the information to:

Shaler Areas School District
1800 Mount Royal Boulevard
Glenshaw, PA 15116

Samples of all bid items must be provided for approval on or before February 21, 2025.

Samples must be delivered to the Buildings and Grounds Department, 1660 Butler Plank Road, Glenshaw, PA, 15116, Attention: Kathy Coyle.

The bidder agrees that he/she will measure all employees at all sites during the week of June 2, 2025 through June 6, 2025, or sooner if agreed upon by both parties. All units are to be delivered no later than July 7, 2025. Bidder also agrees that he/she will return to make any adjustments or corrections the week of July 14, 2025 through July 18, 2025 and these items will be delivered no later than August 11, 2025. The bidder agrees to return to the School District to measure any new employee who may be hired during the school year. New hire uniforms must be delivered within 4 weeks of being ordered.

The items will be shipped to the location listed on the uniform order form (eight different locations) and must be sorted and packaged by employee name.

All items on bid sheet list are approximate quantities. Quantities can change as needs change.
There are no minimum or maximum quantities on this bid form.

If you have any questions or if you need more information to provide the quote, please feel free
to call me at 412-492-1200, ext. 2900.

Sincerely,



John Kaib
Supervisor of Buildings & Grounds

Attachments

cc: Director of Business Affairs

**SHALER AREA SCHOOL DISTRICT
1800 MOUNT ROYAL BOULEVARD
GLENSHAW, PA 15116
(412) 492-1200 Ext 2900
FAX (412) 492-1233**

INVITATION AND BID

The Board of Education requests Bids for the **CUSTODIAL/ MAINTENANCE UNIFORM** as specified on the attached documents. See terms and conditions listed on the reverse side of this invitation.

All bids must be received at the above office **by 2:00 p.m.** on **MARCH 4, 2025**. Bids will be publicly opened and read immediately following. The signed original and one copy of the bid must be in a sealed envelope clearly marked, **“CUSTODIAL/ MAINTENANCE UNIFORM BIDS”**.

We, the undersigned, hereby propose and agree to furnish to the Board of Education any or all of the materials and/or services we have priced on the RFP forms.

This proposal is subject to all terms of the specifications and bid conditions, and we hereby agree to furnish all such items and services as may be awarded to us.

I hereby certify that I have read and understand all specifications and bidding requirements and that the information I have provided herein is an accurate representation of the costs of the products.

Date _____

Firm Name (typed or printed)

Official Address _____

Name and Title of Person Making Bid

Phone _____

Fax _____

Signature of Person Making Bid

E-mail: _____

The supplies or services to be furnished, the specifications, the discounts, the time and place of delivery and any other special terms and conditions of the Vendor applicable to the Invitation for Quotes are set forth below:

OFFICE USE ONLY

OPENED: _____

BID NO.: _____

VENDOR NO. _____

TERMS AND CONDITIONS

BIDDING BLANK: No bid shall be entertained unless properly submitted on the enclosed form and signed by an authorized person of the firm.

DELIVERY CHARGES: ALL BIDS TO INCLUDE FREIGHT COSTS, IF ANY, IN THE UNIT PRICE.

DELIVERY DATE: All items awarded shall be delivered on or before July 7, 2025. All items that need corrected must be delivered by August 11, 2025.

DELIVERY POINTS: The item will be shipped to the location listed on the uniform order form. **Eight different locations. Items must be sorted and packaged by employee name.**

NON-COLLUSION AFFIDAVIT: No bid will be entertained unless the attached non-collusion affidavit is properly completed and notarized.

PAYMENT: Payment for all items will be made upon presentation of invoices and after acceptance by the Shaler Area School Board. Bill after July 1st.

PRICES: The bidder offers and agrees, if this Bid be accepted within _____ days (120 unless a different period is inserted by the bidder) from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered F.O.B. the designated point. Prices quoted herein shall not be withdrawn and remain in effect through June 30, 2022.

RESERVATIONS: The Board of School Directors of Shaler Area School District shall have full power and authority to reject any and all items which, in their opinion, are not in strict compliance and conformity with the requirements of the specifications, and the decision of the Board shall be final, conclusive and without exceptions or appeal. All articles so rejected shall be removed from the premises of the Board at the cost of the Bidder.

SHIPPING: Deliveries/orders exceeding 100lbs are required to have a cargo lift on delivery vehicle or the driver will be responsible for unloading the shipment.

SUBSTITUTE ITEM: Please bid on the items specified or an approved equal. An Alternate bid is to be of equal quality as the item specified, and it is to be clearly marked as a substitute item on the bid sheet. **Samples of all bid items must be provided for approval on or before February 21, 2025.**

In submitting this Bid, the Bidder hereby acknowledges the issuance, receipt, and acceptance of Addenda as indicated below.

Addenda issued: YES/NO (cross out one); if YES:

Addendum No. _____ dated _____
Addendum No. _____ dated _____
Addendum No. _____ dated _____
Addendum No. _____ dated _____
Addendum No. _____ dated _____



NON-COLLUSION AFFIDAVIT

State of _____ County of _____

I state that I am _____ (Name and Title) of _____ (Name of Firm) and that I am 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 the 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. _____ (Name of Firm), its affiliates, subsidiaries, officers, directors and 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:

I state that _____ (Name of firm) understands and acknowledges that the above representative are material and important, and will be relied on by Shaler Area 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 Shaler Area School District of the true facts relating to the submission of bids for this contract.

Name and Company Position

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

Notary Public

My commission expires

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 member, 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 the 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 the 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.

**CUSTODIAL/MAINTENANCE DEPARTMENT
UNIFORM BID SPECIFICATIONS**

BASIC SPECIFICATIONS FOR WORK CLOTHES

**(SAMPLES MUST BE DELIVERED TO THE BUILDINGS AND GROUNDS OFFICE,
1660 BUTLER PLANK ROAD, GLENSHAW, PA, 15116 FOR ALL QUOTED ITEMS
ON OR BEFORE FEBRUARY 21, 2025)**

Items on this bid list are approximate quantities. Quantities can change as needs change. There are no minimum or maximum quantities on this bid form.

Embroidery for all Shirts, all Sweatshirts, Coveralls, and Jackets (No Labels)

Embroidered lettering and logo as shown below. Blue items will be embroidered in all white and fluorescent/safety yellow items will be embroidered in navy blue. Some embroidering will consist of employee’s first name sewn onto shirt’s right chest area in block style with first letter at ¾” and other letters at ½”. 2” logo on left side of shirt’s chest area with ¼” block lettering below the logo in all caps stating, “Shaler Area School District and Buildings and Grounds Department”. Identification label in interior of shirt showing fabric content and care instructions.



T-SHIRTS

(Maximum order of any style will be 300 each, depending upon employees’ choices.)

Long-Sleeve T-Shirt With Pocket

- 50% cotton/50% polyester, 5.6 oz. fabric, seamless rib collar, shoulder-to-shoulder taping, double-needle hemmed long sleeves and bottom, left chest pocket
- Machine wash and dry

Long-Sleeve T-Shirt With Pocket	Royal Blue	Fluorescent/Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Long-Sleeve T-Shirt without Pocket

Description same as above

Long-Sleeve T-Shirt without Pocket	Royal Blue	Fluorescent/Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Short-Sleeve T-Shirt With Pocket

- 50% cotton/50% polyester, 5.6 oz fabric, seamless rib collar, shoulder-to-shoulder taping, double-needle hemmed short sleeves and bottom, left chest pocket
- Machine wash and dry

Short-Sleeve T-Shirt With Pocket	Royal Blue	Fluorescent/Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Short-Sleeve T-Shirt Without Pocket

Description same as above

Short-Sleeve T-Shirt Without Pocket	Royal Blue	Fluorescent/Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Short Sleeve - Knit Golf Shirt

- Rib knit collar, three button placket, left chest pocket
- Fabric: 50% polyester/50% cotton, pique knit, 5.3 oz. per sq. yard

Short Sleeve - Knit Golf Shirt	Royal Blue	Fluorescent/Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Work Shirt

Industrial Solid Work Shirt

- 4.25 oz poplin, 65% polyester/35% cotton
- TouchTex technology with superior color retention soil release and wickability
- Two-piece, lined color with sewn-in stays
- Six-button front with gripper at neck
- Two-button-thru, hex-style pockets with bartacked pencil stall on left pocket

Work Shirt Color: Navy Blue	Short Sleeve (VF Imagewear #SP24 or Equal)	Long Sleeve (VF Imagewear #SP14 or Equal)
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

PANTS

(Maximum order of any style will be 300 each, depending upon employees' choices.)

Ready Prest Pants

- Heavy duty brass zipper and melamine button closure, interlined waistband, quarter top front pockets, set in hip pockets, belt loops topstitched and bartacked at top & bottom, rear darts, inside fly bartack, double needle seat seam.
- Fabric: 65/35 polyester/cotton, 7-3/4 brushed twill
- Machine wash and dry
- Identification label in interior of pants showing fabric content and care instructions.

Ready Prest Pants Color: Navy Blue	Size Range	Mens	Womens
Regular Sizes		each	each
Additional charge for larger sizes		each	each
Brand			

Side-Elastic Work Pants

- Heavy-duty, stain-resistant with reinforced seams, button-close back pocket, two extra-deep front slash pockets, elasticized side panels in waist.
- Fabric: 65/35 polyester/cotton, 7-3/4 brushed twill
- Machine wash and dry
- Identification label in interior of pants showing fabric content and care instructions.

Side-Elastic Work Pants Color: Navy Blue	Size Range	Mens	Womens
Regular Sizes		each	each
Additional charge for larger sizes		each	each
Brand			

Cotton Work Pants

- Heavy duty brass zipper and melamine button closure, interlined waistband, quarter top front pockets, set in hip pockets, belt loops topstitched and bartacked at top & bottom, rear darts, inside fly bartack, double needle seat seam.
- Fabric: 100% Durable Press Cotton
- Identification label in interior of pants showing fabric content and care instructions.

Cotton Work Pants Color: Navy Blue	Size Range	Mens	Womens
Regular Sizes		each	each
Additional charge for larger sizes		each	each
Brand			

Work Shorts

- Heavy duty brass zipper and melamine button closure, interlined waistband, quarter top front pockets, set in hip pockets, belt loops topstitched and bartacked at top & bottom, rear darts, inside fly bartack, double needle seat seam
- Fabric: 65/35 polyester/cotton, 7-3/4 brushed twill
- Identification label in interior of pants showing fabric content and care instructions.

Work Shorts Color: Navy Blue	Size Range	Mens	Womens
Regular Sizes		each	each
Additional charge for larger sizes		each	each
Brand			

Cargo Work Shorts

- Heavy duty brass zipper and melamine button closure, interlined waistband, quarter top front pockets, set in hip pockets, belt loops topstitched and bartacked at top & bottom, rear darts, inside fly bartack, double needle seat seam. 6 pockets – 2 front pockets, 2 button close back pockets, and 2 patch leg pockets.
- Fabric: 65/35 polyester/cotton, 7-3/4 brushed twill
- Identification label in interior of pants showing fabric content and care instructions.

Cargo Work Shorts Color: Navy Blue	Size Range	Mens	Womens
Regular Sizes		each	each
Additional charge for larger sizes		each	each
Brand			

SWEATSHIRTS/JACKETS/COVERALLS

(Maximum order of any style will be 65 each, depending upon employees' choices.)

Sweatshirt-Crewneck

- 10 oz.
- 90/10 Cotton Poly Blend
- Rib-knit collar, waistband, and cuffs.
- Sleeve and seams reinforced for durability.
- Identification label in interior of sweatshirt showing size, fabric content, and care instructions.

Sweatshirt-Crewneck	Color: Navy Blue	Color: Fluorescent/ Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Sweatshirt-Hooded Pullover (no zipper)

- 9.7-ounce, 90/10 cotton/poly low pill, high-stitch density fabric; 100% cotton face
- Two-ply hood with grommets and dyed-to-match drawcord
- Set-in sleeves, cover seamed armholes and waistband, spandex in cuffs and waistband
- Front pouch pocket
- Identification label in interior of sweatshirt showing size, fabric content, and care instructions.

Sweatshirt-Hooded Pullover (no zipper)	Color: Navy Blue	Color: Fluorescent/ Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Sweatshirt - Hooded with Zipper (not thermal lined)

- 9 oz, 50/50 Cotton/Poly
- Double-needle stitching at waistband and cuffs. 1x1 rib knit cuffs and waistband with spandex.
- Unlined hood with dyed-to-match drawstring.
- Metal zipper.
- Front pouch pockets.
- Identification label in interior of jacket showing size, fabric content, and care instructions.

Sweatshirt - Hooded with Zipper (not thermal lined)	Color: Navy Blue	Color: Fluorescent/ Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Sweatshirt - Hooded with Zipper, thermal lined

- 10 oz.
- Outer – 60/40 Cotton/Poly
- Inner Thermal Lining-100%
- Safety stitched seams
- Identification label in interior of jacket showing size, fabric content, and care instructions.

Sweatshirt - Hooded with Zipper, thermal lined	Color: Navy Blue	Color: Fluorescent/ Safety Yellow
Small to X-Large	each	each
2XL	each	each
3XL	each	each
4XL	each	each
Brand Name		

Jacket – Hooded Jacket, Quilt-Lined

- Safety stitched seams, oversized, reinforced bar tacks at all stress points, heavy duty polyester/cotton core thread throughout
- Fabric: shell: 10-oz. 100% cotton duck; liner: body-6.6-oz. 808 hollo fill insulation quilted to 100% polyester brushed tricot; sleeves: 4.4-oz 808 hollo fill insulation quilted to 100% nylon taffeta
- Identification label in interior of jacket showing size, fabric content, and care instructions.

Jacket – Hooded Jacket, Quilt-Lined	Color: Navy Blue
Small to X-Large	each
2XL	each
3XL	each
4XL	each
Brand Name	

Coveralls – Insulated

- 65/35 Poly/Cotton
- Twill shell and quilted inner shell
- Durable two-way zippered front closure
- Angled chest pocket , front hip pockets, side entry slits, elastic side waist band, leg side seam zipper, back hip pocket and tool pocket.
- Identification label in interior of jacket showing size, fabric content, and care instructions.

<u>Coveralls – Insulated</u>	Color: Navy Blue
Small to X-Large	each
2XL	each
3XL	each
4XL	each
Brand Name	

Bib Overalls – Insulated

- Shell Fabric: 7.5 oz 65/35 poly/cotton perm-press twill
- Insulation/Liner: Medium-weight quilt lined taffeta
- Knee-length brass leg zipper
- Triple-needle stitched main seams
- Insulated High Back design
- Four-needle stitching on waistband with elastic inserts
- Brass two-way front zipper
- Adjustable elasticized bib straps

<u>Bib Overalls – Insulated</u>	Color: Navy Blue
Small to X-Large	each
2XL	each
3XL	each
4XL	each
Brand Name	

HATS

Embroidery for All Hats (No Labels)

White embroidery on navy hats and navy embroidery on gray hats.



BASEBALL CAP

- Cotton twill
- Sizes S/M and L/XL
- Navy or Gray (School District will choose color)
- 5-panel cap, 6 embroidered eyelets, matching color visor, pro stitched crown, 8 rows stitching on crown, gray fabric under visor, flexfit band
- Fabric: 63% Polyester/ 34% Cotton/ 3% PU. Spandex
- Embroidered (no labels) with 1 ¾” Titan Logo in center front of cap. (*See sample drawing of artwork below.*)
- Embroidered with the words “TITANS” ½” on flexfit band on the back of the cap.

Navy \$ _____ Each (80 total)

Gray \$ _____ Each (80 total)

2025-2026 Shaler Area School District Uniform Bid submitted by:

Signature

Date

Printed Name

Company Name

Address

Telephone

Fax

E-mail

Website

CONDITIONS

ALL UNITS ARE TO BE DELIVERED NO LATER THAN JULY 7, 2025. ANY NECESSARY CORRECTIONS ARE TO BE COMPLETED AND DELIVERED BY AUGUST 11, 2025.

1. Bidder submits this Bid with the understanding that time shall be considered as of the essence of this Contract; and that if there is delay in completing the Contract, said Owner shall be entitled to the fixed sum of One Hundred Dollars (\$100.00) as liquidated damages for each and every day of delay not caused by the Owner or conditions beyond the control of the Vendor. It is further understood, however, that any extensions of time, regardless of cause, beyond the date given below must be requested by letter originated by Vendor, and Owner must grant such extensions by letter prior to same becoming effective. Work is to be completed by date established in the Bid Documents.
2. Bidder submits this Bid with the understanding that all work will require that certain prerequisite related work (measuring and fitting) is to be completed prior to beginning final uniform work. Upon award, a coordination schedule will be developed and distributed by the Vendor with cooperation of the School District. The schedule will outline when work can be performed. Bidder will measure all employees for proper fit and will provide sign-off documentation signed by the employees that they were measured for proper fit.
3. The Bidder agrees that he/she will not assign his Bid or any of his rights or interests there under without the written consent of the Owner.
4. The Bidder agrees that he/she will measure all employees at all sites the week of June 2, 2025 through June 6, 2026, or sooner if agrees upon by both parties. Bidder also agrees that he/she will return to make any adjustments or corrections the week of July 14, 2025 through July 18, 2025, and these items will be delivered no later than August 11, 2025. The bidder will return to the School District to measure any new employee who may be hired during the school year. New hire uniforms must be delivered within 4 weeks of being ordered.
5. Bidder agrees that he/she will deliver items to all school district locations as designated on the order forms and that the items will be sorted and packaged by employee name.