



INVITATION TO BID # 515

Luzerne County Community College wishes to solicit bids for the work listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) by Noon on Monday, February 24, 2025.

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.

BID # 515 - Kitchen Equipment

****PARTIAL BIDS WILL BE CONSIDERED ****

ASSEMBLY, DELIVERY, and INSTALLATION SHALL BE CONDUCTED BY THE VENDOR

List of Kitchen Equipment for purchase/assembly/delivery/installation:					
Vendor to verify size based on location/placement.					
Quantity	Equipment	Location		Unit Price	Total Price
1	Metro C5 1 Series Hold in Unit Proofer	ECC			
1	Traulsen Pass through 8 door Cooler to fit in space	Cafeteria			
1	Traulsen Pass through 4 door Cooler to fit in space	Cafeteria			
1	Bakers Pride Double Tabletop Electric Pizza Ovens	Cafeteria			
1	Hatro Holding and Display Cabinet Rotating 2 Door Humidity Control Heat Control	Cafeteria			
				Sub Total:	
Total Price provided by vendor for Equipment purchase, delivery, and installation:					
				Grand Total:	

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
521 TRAILBLAZER DRIVE
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.

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. Bid pricing must be held static for a period of 120 days after the bid opening on February 24, 2025.

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

6. 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.

7. 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.

8. Bid prices shall **INCLUDE** all **SHIPPING AND HANDLING** fees. Delivery, assemble, and install must apply to all items. Items must be shipped prepaid, FOB, Luzerne County Community College, 521 TRAILBLAZER DRIVE, NANTICOKE, PA 18634.

9. 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.**

10. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Deanna Herbinko who may be contacted in writing via email at dherbinko@luzerne.edu or by calling 570-740-0671 no later than **five (5) business days prior to the bid due date unless otherwise noted.**

11. 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.

12. 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.

For a complete copy of LCCC's Title IX Policy and LCCC's Nondiscrimination Policy, please go to <https://www.luzerne.edu/about/titleix.jsp>

Statement of No Bid Submittal

If your company does not intend on submitting a Bid, please complete and return this form prior to the date shown for receipt of Bid to the following:

Bid # 515

Luzerne County Community College

521 Trailblazer Drive

Nanticoke, PA 18634

Attn: Len Olzinski

lolzinski@luzerne.edu

We, the undersigned have declined to propose on the above referenced Bid for the following reasons:

- Scope of Work or Terms and Conditions are too "restrictive." (Please explain below)
- Unable to meet requirements
- Bid was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Current workload would not permit us to perform
- Unable to meet insurance requirements
- Other (Please explain below)

Name _____ Title _____

Company _____

Address _____

Telephone _____ Fax _____

Signature _____

Date _____

Subject: PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting** - Identogo (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60

ACKNOWLEDGEMENT OF CLEARANCES

Independent Contractor Name : _____

Address : _____

City, State, ZIP : _____

Phone # : _____

Fax # : _____

Please sign and date that you understand the enclosed letter and hold a clear background check in accordance with the law for yourself and/or each employee/representative of your organization that interacts with students/minors or comes to the College Campus (es) including our dedicated centers. Please return this Acknowledgement of Clearances form with your signed Agreement for Services.

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus or who interacts with students/minors.

Authorized Signature:

Date:

Printed Name/ Title
