

**The Board of Public Education  
of the School District of Pittsburgh**

Administration Building, 341 South Bellefield Avenue

**Inquiry  
Number 8170**

**Pittsburgh, PA 15213**

**Sealed bids for material listed herein will be received in the Office of the Chief of Operations Officer, Room No. 251 in the Administration Building until 11 o'clock A.M., APRIL 1, 2003 and will be opened at the same hour in CONFERENCE ROOM "A" CENTER SECTION.**

**Price each item as indicated including delivery INSIDE OF BUILDING to**

**CAPA HIGH SCHOOL  
111 9<sup>TH</sup> STREET  
PITTSBURGH, PA 15222**

Insert Prices, Model No., etc., sign the bid form and Return **ONE** Copy

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**SEWING MACHINES**

1. These bids are being received according to law as set forth in the Public School Code of 1949, as amended.
2. All bids shall be returned in sealed envelopes and addressed to The Board of Public Education. Use the self-addressed yellow envelope which is enclosed with this bid.
3. The Bidder is responsible for ensuring that the Bid document, inside a Sealed envelope, is deposited into the locked bid box in Room 251 of the Administration Building prior to 11:00 AM on the date of the Bid Opening. Delivering that Bid document to a school district employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. The School District is not be responsible for the failure of any of its employees or any mail delivery service to place this bid document in the designated bid box prior to the time and date for the public opening of this Bid.
4. Two copies of this Bid Inquiry are provided to each bidder. One copy is to be filled out, signed, and returned to the Board of Public Education. The second copy is for the bidder's files.
5. Bids shall be submitted on this Inquiry form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
6. Bidders will quote prices on the unit as specified (i.e., "each", "lot", "dozen", etc.) unless the unit as used in the trade differs from that requested on the Inquiry. In such case, the unit being bid should be changed on this bid document to reflect the industry standard.
7. Prices quoted will be considered net unless otherwise noted on bid. No escalator clauses will be permitted unless provided for in the Bid format.
8. Prices quoted must include all costs for transportation to the location indicated above including delivery inside the building.
9. Not more than one alternate product may be quoted on any single item of the bid. Description and pricing for such alternate must be typed in on this document immediately below space for pricing of primary bid.
10. All bids shall be effective for a period of 30 days from the opening date of this bid, and no bid may be withdrawn prior thereto.
11. In all cases where no sample is submitted by the bidder, it will be understood that the bidder agrees to furnish the exact article or articles as specified, or to exactly match the Board's sample. Where samples are requested on items bid, failure to provide such samples may result in the automatic disqualification of the bid for those items.
12. Samples to receive consideration must be delivered to the Board's Service Center, 1305 Muriel St., unless otherwise specified, and all charges for transportation, including drayage, must be paid by the bidder. Samples must be delivered on or before the day and hour for opening this bid.
13. The Purchasing Agent of The Board of Public Education shall have full power and authority to reject any and all materials furnished which in his opinion, are not in strict compliance and conformity with the requirements of the specifications, or equal in every respect to the samples submitted. The decision of said Purchasing Agent shall be final, conclusive, and without exceptions or appeal. All articles so rejected shall promptly be removed from the premises of the Board at the cost of the Vendor.
14. The Board of Public Education reserves the right to increase quantities of items to be purchased to reflect actual Board needs at the time that orders are issued. Such additional quantities will be purchased at the price indicated on this bid.
15. The Board of Public Education reserves the right to reject any or all bids, and to accept or reject any item or group of items, for which bid is submitted.

## MINORITY/WOMEN BUSINESS PARTICIPATION GUIDELINES

The bidder understands that the School District is committed to an increase in the number of qualified minorities and women who wish to provide supplies, equipment or services to the School District, and that the School District has established as goals for that participation fifteen percent (15%) of the total cost of the purchasing contract to be provided by minorities and two percent (2%) of the total cost to be provided by women.

Accordingly, the bidder hereby certifies that he/she/it will use his best efforts to achieve the Board's goals in the administration of this contract unless otherwise waived as provided herein.

Minority/Women Business Participation may be provided through any combination of the following elements:

1. **Business with minority ownership**: The amount of participation for this element shall be the relative portion of the total amount of the order in proportion to the percentage of minority ownership of the company. Where the company has more than fifty percent (50%) minority ownership and is considered a minority owned business, the total amount of the order shall be used as the amount of participation.
2. **Minority employment in non-minority owned businesses**: The amount of participation for this element shall be the relative portion of the total amount of the order in proportion to the percentage of minority employment in the work force of the company.
3. **Business with women ownership**: The amount of participation for this element shall be the relative portion of the total amount of the order in proportion to the percentage of women ownership of the company. Where the company has more than fifty percent (50%) women ownership and is considered a women owned business, the total amount of the order shall be used as the amount of participation.
4. **Women employment in non-women owned businesses**: The amount of participation for this element shall be the relative portion of the total amount of the order in proportion to the percentage of women employment in the work force of the company.
5. **Sale of materials obtained from minority/women distributors or manufacturers**: The amount of participation for this element shall be the relative portion of the total amount of the order in proportion to the percentage of the value for that amount of materials which is obtained from the minority/women distributors or manufacturers.

### DEFINITION OF TERMS

In these Guidelines, the following terms shall have the meanings designated:

1. **BUSINESS OWNERSHIP**
  - a. Business with minority/women ownership – a business partially owned by minority/women group members where the amount of that minority/women ownership is less than fifty percent (50%).
  - b. Minority/Women owned business – a business more than fifty percent (50%) of which is owned by minority/women group members, or, in the case of a publicly-owned business, one in which more than fifty percent (50%) of the stock is owned by minority/women group members.

2. **MINORITY GROUP MEMBERS**

- a. Black – all persons having origins in any of the black African racial groups which are not of hispanic origin.
- b. Hispanic – all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origins regardless of race.
- c. Asian and Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeastern Asia and Indian subcontinent or the Pacific Islands.
- d. American Indians of Alaskan Natives – all persons having origins in any of the original peoples of North America who maintain identifiable tribal affiliations through membership and participation or community identification.

3. **WOMEN GROUP MEMBERS** – Women in non-traditional jobs – all women having non-traditional jobs in business e.g. owners of businesses, engineers, sales representatives, truck drivers, warehouse personnel, etc. (Women holding clerical type positions can not be considered to satisfy the requirements for women of the Minority/Women Business Participation Policy).

(Revised 12/97)

## **CERTIFICATION OF MINORITY/WOMEN PARTICIPATION**

Responsibility for determining minority business participation by a supplier shall be in the Contract Compliance Office of the School District of Pittsburgh. In submitting a bid to provide supplies, equipment or services to the School District of Pittsburgh, the bidder must include with the bid the attached **CERTIFICATE OF MINORITY/WOMEN PARTICIPATION** properly completed and signed in handwriting in ink by a representative of the bidder authorized to bind the bidder to the terms of the proposed contract set forth in this Bid Inquiry including the **CERTIFICATE OF MINORITY/WOMEN PARTICIPATION**. After a bid has been opened and all procedures relating to the recording of said bid have been completed by the appropriate staff of the School District, the Compliance Officer in the Office of Contract Compliance for the School District of Pittsburgh shall examine the same to determine whether the proposed contractor has complied with the minority/women participation goals contemplated herein.

The signature of the Compliance Officer for the School District of Pittsburgh on the **CERTIFICATE OF MINORITY/WOMEN PARTICIPATION** will indicate that the bidder/supplier has complied with the goals for participation set forth herein.

Any questions concerning these requirements should be directed to:

Contract Compliance Officer  
School District of Pittsburgh  
Room 126, Administration Building  
341 S. Bellefield Avenue  
Pittsburgh, PA 15213

Telephone Number: (Area Code 412) 622-3628

The bidder/supplier must demonstrate to the satisfaction of the Contract Compliance Officer for the School District of Pittsburgh prior to the award of the contract, and periodically thereafter throughout the term of the contract, that the bidder/supplier complies with the goals for minority/women participation.

If at any time, either before or after the award of a contract, the supplier determines that he/she/it will be unable to comply, the supplier may apply to the Compliance Officer of the School District of Pittsburgh for a waiver. The Compliance Officer may grant a waiver when the supplier demonstrates that the supplier has made diligent, good faith efforts to meet the goals for minority/women participation, but due to circumstances beyond its control, it is impossible for the supplier to comply.

Notwithstanding, any of the foregoing requirements relating to the Minority/Women Business Participation Guidelines contained herein, the School District of Pittsburgh reserves the right to waive any technical requirements relating to the submission of the **CERTIFICATE OF MINORITY/WOMEN PARTICIPATION** if to do so would redound to the benefit of the Board in the increase of minority/women participation in contracts originating in the Purchasing Division.

**SCHOOL DISTRICT OF PITTSBURGH  
CERTIFICATE OF MINORITY/WOMEN BUSINESS PARTICIPATION**

The undersigned bidder certifies that he/she/it understands and agrees with the goals of the School District in increasing the participation of minorities and women and states that he/she/it will use their best efforts to achieve the goals of fifteen percent (15%) minority participation and two percent (2%) women participation unless otherwise waived as provided herein.

Attached hereto and made a part of this bid is the specific manner in which the bidder intends to satisfy the goals for minority/women participation referred to herein.

The bidder understands that his/her/its failure to complete or sign and submit this **CERTIFICATION OF MINORITY/WOMEN PARTICIPATION** with the bid may disqualify the bid.

Company Name: \_\_\_\_\_

Authorized Signature for Company: \_\_\_\_\_

Typed Name of Authorized Signature: \_\_\_\_\_

Title of Person Signing this Certificate: \_\_\_\_\_

Telephone Number: (Area Code: \_\_\_\_\_ ) \_\_\_\_\_

If this company has any relationship to other companies that may be submitting bids on this Bid Inquiry (same officers or employees, use of same premises or telephone numbers, etc.), those companies must be identified below and the nature of the relationship must be outlined in a separate letter attached to this Bid Inquiry when it is submitted.

\_\_\_\_\_  
\_\_\_\_\_

**APPROVED BY THE SCHOOL DISTRICT OF PITTSBURGH COMPLIANCE OFFICE**

\_\_\_\_\_  
DATE: \_\_\_\_\_

**PROVISION FOR FULFILLING  
MINORITY/WOMEN BUSINESS PARTICIPATION GOALS**

1. **Business with Minority/Women Ownership**

A. If your company qualifies as a business with minority ownership, enter the percentage of Minority Ownership..... \_\_\_\_\_%

Category of Minority Owners \_\_\_\_\_

B. If your company qualifies as a business with Women Ownership, enter the percentage of Women Ownership ..... \_\_\_\_\_%

2. **Minority Employment in Non-Minority Owned Businesses**

If your company qualifies on the basis of minority employment, provide the following information on your number of minority employees and total employment:

	Number of Minority Employees
(a) Black.....	_____
(b) Hispanic .....	_____
(c) Asian or Pacific Islanders.....	_____
(d) American Indians or Alaskan Natives .....	_____
Total number of Persons Employed by the Company .....	_____
Percentage Minority Employment.....	_____%

3. **Women Employment in Non-Traditional Jobs**

If your company qualifies on the basis of women employment in non-traditional jobs, provide the following information:

Women in non-traditional jobs ..... \_\_\_\_\_

Total number of persons employed by the company..... \_\_\_\_\_

Percentage women employment..... \_\_\_\_\_%

4. **Sale of materials obtained from Minority/Women Distributors or Manufacturers**

Name of Minority/Women Distributor or Manufacturer	Type of Materials Supplied	Contract Value of Materials Supplied
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total value of materials to be obtained from Minority/Women  
Distributors or Manufacturers ..... \$ \_\_\_\_\_

## SCHOOL DISTRICT OF PITTSBURGH

### PROCEDURES FOR IMPLEMENTATION OF SUBSTANCE ABUSE POLICY

#### PURPOSE

The purpose of these Procedures is to specify to whom the Substance Abuse Policy of the School District of Pittsburgh applies and to ensure that the Substance Abuse Policy is implemented and enforced in a uniform manner throughout the School District of Pittsburgh (the District).

#### APPLICABILITY

The Substance Abuse Policy of the District applies to Construction Contractors and other Independent Contractors, and their employees whose work with the District will include tasks that are considered high risk or safety sensitive or includes tasks that genuinely implicate public safety.

#### DEFINITIONS

Alcohol Test – a “for cause” only test for alcohol performed according to the National Highway Traffic Safety Administration, Model Specifications and Evidential Breath Testing Devices, 49 Federal Register 48855, dated December 14, 1984 (and any amendments thereto). For purposes of these procedures, the cut off level for alcohol shall be .04%.

Appropriate Drug Test – a test for drugs that is performed according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Program, 53 Federal Register 11970, April 11, 1988 (and any amendments thereto).

Certificate of Compliance – a notarized Certificate executed by the Contractor and submitted to the School District’s Compliance Officer declaring that the Contractor has read and understands the Substance Abuse Policy of the District and will allow only those employees who have passed an appropriate drug test to work on District projects.

Contractor – a Construction Contractor or an Independent Contractor.

Contractor’s Substance Abuse Testing Program – the Pre-Access Testing Program and/or “for cause” testing program established, administered and enforced by the Contractor pursuant to Paragraphs 2 & 3 of the District’s Substance Abuse Policy. Such a program may include a rehabilitation component through a facility that has been accredited through the Joint Committee on Accreditation of Health Care Organizations.

Employee – a Subcontractor or an employee of a Construction Contractor or an Independent Contractor.

High Risk or Safety Sensitive Tasks – functions that include, but are not limited to:

1) duties related to construction on District property, including tasks performed by ironworkers, plumbers, electricians, roofers, painters and those engaged in HVAC (heating, cooling, ventilation and air conditioning) work; 2) tasks that include the operation of all kinds of equipment and machinery; 3) the operation of vehicles that require the operator to hold a CDL (Commercial Driver's License); and 4) any type of work that requires an individual to climb or use any type of scaffolding, lifts, or ladders or would require an individual to work at a substantial height.

Pre-Access Testing Program – the portion of the Contractor's Substance Abuse Testing Program that requires a drug test to be performed on an employee and passed prior to allowing an employee access to District workplaces.

Random Testing – a drug testing program implemented and managed by a Third Party Administrator, at a cost to the Contractor, whereby participants are selected by social security number from the total program participation. Participants are selected by utilizing a computer with a number generating software program. Twenty-five percent (25%) of the total program participation will be randomly tested. A participant may be tested more than once.

Substance Abuse – the use of drugs or alcohol at the workplace.

Testing “for cause” – alcohol testing necessitated by observed behavior indicating that the employee may be under the influence of drugs or alcohol and/or the involvement by the employee in, or cause of an accident which causes or could have caused injury to the employee or another individual, or which causes or could have caused destruction or damage to the District's property.

Third Party Administrator – the entity that will validate Contractor's Substance Abuse Testing Program and will implement and manage a random testing program and develop/maintain a database for the District.

## **PROCEDURES**

1. It is the policy of the School District of Pittsburgh, consistent with applicable laws and regulations to prohibit the use of illegal drugs and the use of alcohol at the workplace and to require that all Construction Contractors and other Independent Contractors certify that their employees engaged in the type of work covered by this policy have passed an appropriate drug test.

2. Prior to the bidding process for each contract subject to this policy, it shall be the duty of the Director of the Division or Administrator soliciting the bid to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must include the School District of Pittsburgh's Substance Abuse Policy and Certification Form in the Bid Documents.
3. During the negotiation process for each personal services contract subject to this Policy, it shall be the duty of the Director of the Division or Administrator to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must provide the School District of Pittsburgh's Substance Abuse Policy and Certification Form to the individual who will execute the contract.
4. The list of high risk or safety sensitive tasks or tasks that genuinely implicate public safety are listed in the definition of this policy however, the list is not exclusive. Such list shall be reviewed by the Chief of Operations and/or his designee prior to the commencement of the policy. Such list shall be periodically reviewed in order to determine if additional tasks should be added to the list.
5. Certificates of Compliance shall be directed to the District's Compliance Officer. Such certificates will be maintained on file for one year beyond job completion in the office of the Compliance Officer. Certificates of Compliance will be required for each contract with the School District of Pittsburgh to which these guidelines apply.
6. Any Construction Contractor, Independent Contractor or employee of same who observes behavior indicating that another person to whom this policy applies may be under the influence of drugs or alcohol shall immediately report such behavior to the District's Compliance Officer or the Office of the Chief of Staff at 412-622-3633.
7. Any Construction Contractor or Independent Contractor who violates this policy or its reporting requirements shall cause its contract with the District to be immediately terminated, and any employee who violates same shall immediately be removed from such project.
8. The School District of Pittsburgh and/or its designee maintains the absolute right to examine and review from time to time, any and all records related to the Contractor's Substance Abuse Program.

**CERTIFICATE OF COMPLIANCE WITH THE  
SUBSTANCE ABUSE POLICY OF THE  
SCHOOL DISTRICT OF PITTSBURGH**

I, \_\_\_\_\_, do hereby certify that I have read and understand the Substance Abuse Policy of the School District of Pittsburgh, and have supplied a copy of same to my employees and/or subcontractors. I also declare that my employees and/or subcontractors and their employees who will be performing tasks that are high risk, safety sensitive or genuinely implicate public safety, have passed an appropriate test for substance abuse prior to being permitted access to the School District of Pittsburgh's workplaces.

NOTARY PUBLIC

BY: \_\_\_\_\_  
Print Name of Company

\_\_\_\_\_

\_\_\_\_\_  
Print Title of Representative

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number of Representative

Date

**APPROVED BY SCHOOL DISTRICT OF PITTSBURGH  
COMPLIANCE OFFICER**

\_\_\_\_\_  
Compliance Officer or Chief of Staff

\_\_\_\_\_  
Date

	Articles	Price
	<p style="text-align: center;">SPECIFICATIONS</p> <p style="text-align: center;">FOR</p> <p style="text-align: center;">SEWING MACHINES</p> <p style="text-align: center;">AT</p> <p style="text-align: center;">CAPA HIGH SCHOOL</p> <p>THE PRICE BID ON THIS INQUIRY MUST BE A TOTAL PRICE TO THE BOARD OF PUBLIC EDUCATION OF THE SCHOOL DISTRICT OF PITTSBURGH AND SHALL INCLUDE ALL COSTS RELATED TO THE FURNISHING, DELIVERY AND INSTALLATION OF THE SPECIFIED EQUIPMENT AND INCIDENTALS THERETO; ALL "IN PLACE" AND MADE READY TO USE.</p> <p>ANY QUESTIONS PERTAINING TO THIS BID SHOULD BE DIRECTED TO:</p> <p style="text-align: center;">MS. TERRI CILETTI</p> <p style="text-align: center;">THE BOARD OF PUBLIC EDUCATION SERVICE CENTER-UPPER LEVEL 1305 MURIEL STREET PITTSBURGH, PA 15203</p> <p style="text-align: center;">412-488-4664</p> <p style="text-align: center;"><u>NON-DISCRIMINATION POLICY</u></p> <p>THE PITTSBURGH PUBLIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX AND SECTION 504.</p> <p>FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES CONTACT: <u>CONTRACT COMPLIANCE OFFICE, PITTSBURGH PUBLIC SCHOOLS, 341 SOUTH BELLEFIELD AVENUE, PITTSBURGH, PA 15213, (412) 622-3628.</u></p>	

We, the undersigned, hereby propose and agree to furnish to the Board of Public Education any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

Company Name \_\_\_\_\_

Sign Here \_\_\_\_\_  
Original Signature Required

Telephone No. \_\_\_\_\_

	Articles	Price
<b><u>ITEM NUMBER</u></b>	<b><u>SEWING MACHINES</u></b>	
	<b><u>ITEMS 1 – 4 TO BE AWARDED AS A GROUP</u></b>	
1.	24 EACH SEWING MACHINE BERNINA MODEL 1008  MFG. _____ MFG. # _____ PRICE EACH	\$ _____
2.	2 EACH SERGER MACHINE WITH CUT AND FINISH EDGE SEAM BERNINA MODEL 1300DC  MFG. _____ MFG. # _____ PRICE EACH	\$ _____
3.	2 EACH SERGER MACHINE WITH HEMMER BERNINA MODEL 2500 DCET  MFG. _____ MFG. # _____ PRICE EACH	\$ _____
4.	1 EACH STEAM STATION SYSTEM BERNINA MODEL IS-222  MFG. _____ MFG. # _____ PRICE EACH	\$ _____
	<b>TOTAL LOT PRICE ITEM NOS. 1 – 4</b>	\$ _____
	<p><b><u>ADDITIONAL BID CONDITIONS</u></b></p> <p>1. PURCHASE ORDERS WILL BE ISSUED APPROXIMATELY APRIL 24, 2003.</p> <p>2. DELIVERY TO BE MADE WEEK OF JUNE 9, 2003. IF SHIP DATE CANNOT BE MET, PLEASE ADVISE WHEN SHIPMENT CAN BE MADE.</p> <p>_____</p>	

We, the undersigned, hereby propose and agree to furnish to the Board of Public Education any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

Company Name \_\_\_\_\_

Sign Here \_\_\_\_\_

Original Signature Required

Telephone No. \_\_\_\_\_

	Articles	Price
	<p><b><u>ADDITIONAL BID CONDITIONS CONTINUED</u></b></p> <p>3. PRICE TO INCLUDE INSIDE DELIVERY, INSTALLATION AND FREIGHT.</p> <p>4. A CATALOG SHOWING DESCRIPTION OF ITEM BID MUST ACCOMPANY BID IF BIDDING OTHER THAN "AS SPECIFIED". FAILURE TO SUBMIT DESCRIPTIVE LITERATURE MAY RESULT IN THE DISQUALIFICATION OF BID.</p> <p>5. ITEMS BID MUST CONFORM TO THOSE LISTED ON BID, BE AN ACCEPTABLE EQUAL OR AN ACCEPTABLE REPLACEMENT FOR A DISCONTINUED ITEM. IF THE ITEMS BID DO NOT PERFORM EQUAL TO THE "AS SPECIFIED" PRODUCTS OR ARE NOT OF EQUAL QUALITY, THOSE ITEMS MUST BE REPLACED BY ACCEPTABLE PRODUCTS AT <u>NO ADDITIONAL</u> COST TO THE SCHOOL DISTRICT.</p>	

We, the undersigned, hereby propose and agree to furnish to the Board of Public Education any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

Company Name \_\_\_\_\_

Sign Here \_\_\_\_\_

Original Signature Required

Telephone No. \_\_\_\_\_