



## INVITATION TO BID # 509

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 Tuesday, May 2, 2023.

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.

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### BID # 509

#### Furniture Purchase – Main Campus and Hazleton Center

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

Vendor is responsible for delivery/assembly/installation.

Please see pages 2 – 5 for list of furniture to be provided.

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

Address: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone:(\_\_ ) \_\_\_\_\_ FAX:(\_\_ ) \_\_\_\_\_

BID# 509 LUZERNE COUNTY COMMUNITY COLLEGE FURNITURE PURCHASE - MAIN CAMPUS and HAZLETON CENTER

LCCC Main Campus - 521 Trailblazer Drive, Nanticoke PA 18634													
Department	Type of Furniture	Detail	Color/ Finish	Quantity of Furniture	Location	Unit Price	Total Price						
Registrar's Office, Building 5	2 drawer lateral file	Item #: PL112CG	36" Width Coastal Gray Finish	11	(2) VP office; (3) Joan; (3) Amanda; (3) Lisa								
Registrar's Office, Building 5	4 drawer lateral file	SKU: OS-PL184CG	35.5" x 54.5" Coastal gray Finish	1	Maria's Office								
Registrar's Office, Building 5	guest chair	Item #: 2708F9106	black / black	13	(2) Maria's office; (2) VP office; (2) outside VP office; (1) Joan; (1) Amanda; (1) Lisa; (4) reception area								
Registrar's Office, Building 5	bookcase	Item #: PL156CG	72" Tall Coastal Gray Finish	1	by copier								
Registrar's Office, Building 5	bookcase	Item #: PL156CG w door kit	72" Tall Coastal Gray Finish	6	(1) Maria's office; (2) VP office; (1) Joan; (1) Amanda; (1) Lisa								
Registrar's Office, Building 5	conference table	Item#: 38002	Coastal Gray Finish top; Black base	1	VP office								
Registrar's Office, Building 5	conference chair	HON2091SR11T HON COMPANY	black	4	VP office								
Registrar's Office, Building 5	administrator desk	Item #: PL103CG & PL166CG	Coastal Gray Finish. Box/Box/File Pedestal	2	by copier for work-study students								
Registrar's Office, Building 5	executive desk	Item#: Typical Os127	Coastal Gray Finish. 71" W x 83" D x 65.5" H.	1	VP office								
Registrar's Office, Building 5	clerical desk	Item#: Typical Os36	Coastal Gray Finish. 77" W x 77" D x 42" H.	4	(1) Maria's office; (1) Joan; (1) Amanda; (1) Lisa								

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Department	Type of Furniture	Detail	Color/ Finish	Quantity of Furniture	Location	Unit Price	Total Price
Registrar's Office, Building 5	center desk drawer	CDR1BK	Black Center Drawer	3	(1) Joan; (1) Amanda; (1) Lisa		
Registrar's Office, Building 5	desk chair	Item #: 70101	Black. Polyurethane & Recycled Leather.	7	(1) Maria's office; (1) VP office; (1) Joan; (1) Amanda; (1) Lisa; (2) work-study students		
Registrar's Office, Building 5	round table	48" Round Standard Height Table	Graphite Nebula top with Black base	1	Reception area		
Registrar's Office, Building 5	rolling chairs - carpet casters	KI-SLNAPC	Seminar Chairs w Casters; Chrome Frame; Black Poly Shell; Carpet casters	4	Reception area		
Registrar's Office, Building 5	Printer Stands	Item #: FC2020	Bretford FC2020	3	(1) Joan; (1) Amanda; (1) Lisa		
Registrar's Office, Building 5	kiosk (instructor station)	46-SL304840RX-RWGSC	Black work surface; Black base; Black metal	2	Reception area		
Registrar's Office, Building 5	display rack	6-Tiered Wood Literature Floor Stand	4"/8.5w", 12/24 Pockets - Black	1			
Technology Lab, Building 12	rolling chairs - high for tall lab tables	SPSNAP - BLACK	Armless Stool w Casters; Black Frame; Black Poly Shell	14	A125 - Technology Center		
				DELIVERY/ASSEMBLY/INSTALLATION:			
				ANY OTHER COSTS (PLEASE IDENTIFY):			
				GRAND TOTAL:			

BID# 509 LUZERNE COUNTY COMMUNITY COLLEGE FURNITURE PURCHASE - MAIN CAMPUS and HAZLETON CENTER

Department	Type of Furniture	Detail	Color/ Finish	Quantity of Furniture	Location	Unit Price	Total Price
<b>LCCC Hazleton Center - 100 West Broad Street Hazleton PA 18201</b>							
Street Level Office Rm 107	2 drawer lateral file	Item #: PL112CG	36" Width Coastal Gray Finish	2	Director's office		
Street Level Office Rm 107	4 drawer lateral file	SKU: OS-PL184CG	35.5" x 54.5" Coastal gray Finish	2	Advisor's office		
Street Level Office Rm 107	guest chair	Item #: 2708F9106	black / black	4	(2) Director's office; (2) Advisor's office		
Street Level Office Rm 107	bookcase	Item #: PL156CG w door kit	72" Tall Coastal Gray Finish	2	Director's office		
Street Level Office Rm 107	administrator desk	Item #: PL103CG & PL166CG	Coastal Gray Finish. Box/Box/File Pedestal	2	Advisor's office		
Street Level Office Rm 107	executive desk	Item#: Typical Os127	Coastal Gray Finish. 71" W x 83" D x 65.5" H.	1	Director's office		
Street Level Office Rm 107	center desk drawer	CDR1BK	Black Center Drawer	3	(1) Director's office; (2) Advisor's office		
Street Level Office Rm 107	desk chair	Item #: 70101	Black. Polyurethane & Recycled Leather.	3	(1) Director's office; (2) Advisor's office		
Street Level Office Rm 107	club chair	Sit On It Seating Compositum Sharp Club Chair; Square Back; Full Valance; Wood Tapered Feet - Amber Mahogany; Vinyl/PU/Silicone; Healthier Hospitals Initiative Compliant; Fully Assembled	Grade 3; OPTIMA - Lapis	2	Reception area		
Street Level Office Rm 107	occasional table	Mezzanine Occasional Table; 24" square; square edge; wood square taper legs	Amber Mahogany; 24" square; 18" high	1	Reception area		
Second Floor Student Lounge/Office	conference table	96" x 36" conference table	Coastal Gray Finish top; Black base	1	Pasco L. Schiavo Hazleton Center Student Learning Commons		
Second Floor Student Lounge/Office	conference chair	HON2091SR11T HON COMPANY	black	6	Pasco L. Schiavo Hazleton Center Student Learning Commons		
Second Floor Student Lounge/Office	whiteboard	Quartet Standard whiteboard - 72 in x 48 in	dry erase whiteboard with silver frame	1	Pasco L. Schiavo Hazleton Center Student Learning Commons		

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Department	Type of Furniture	Detail	Color/ Finish	Quantity of Furniture	Location	Unit Price	Total Price
Second Floor Student Lounge/Office	instructor stool	SKU: 3085STOOL VIPATEY Wall Mount Cell Phone Charging Station Built in LED Lighting & Ports Cell Phone Charger Dock for iPhone, Samsung, Android, Tablets	Chrome Frame; Black Seat and Back	2	Pasco L. Schiavo Hazleton Center Student Learning Commons		
Second Floor Student Lounge/Office	charging station			2	Pasco L. Schiavo Hazleton Center Student Learning Commons		
Second Floor Student Lounge/Office	rolling chairs - carpet casters	KI-SLNAPC	Seminar Chairs w Casters; Chrome Frame; Black Poly Shell; Carpet casters	12	Pasco L. Schiavo Hazleton Center Student Learning Commons		
					DELIVERY/ASSEMBLY/INSTALLATION:		
					ANY OTHER COSTS (PLEASE IDENTIFY):		
					GRAND TOTAL:		

**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. All Bidders are invited to attend bid openings in person.

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. 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.

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: Natalie Staron, Finance Division Administrator, who may be contacted in writing via email at [nstaron@luzerne.edu](mailto:nstaron@luzerne.edu) or by calling 570-740-0353 no later than one (1) day prior to the bid opening unless otherwise noted.

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.

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, Kim Hogan, Dean of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7363 (khogan@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Janine Kelley, Director of Counseling and Student Support Services, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7462 (jkelley@luzerne.edu).



**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 # 509

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)

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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.

Provide copy to the Human Resources Office

<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.

**Attached for your reference is a file which contains directions on navigating through the website.**

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. Submit your registration number to the Human Resources Office.

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

Estimated cost - \$22.60

**SEE NEXT PAGE FOR ACKNOWLEDGEMENT OF CLEARANCE SIGNATURE PAGE**

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

\_\_\_\_\_