GENERAL CONDITIONS
William Tennent High School is requesting quotes for Commencement Rental Equipment for the 2014 graduation in June 2014. The ceremony will be held at 4:30 p.m. in the school’s Alumni Stadium. The tentative graduation date is June 18, 2014. The actual date of graduation will be determined at the first Board Meeting in April and will be provided at a later date.

The quote is due by 1:30 p.m. on Tuesday, April 22, 2014 to the attention of Ms. Donna Brassell, 433 Centennial Road, Warminster, PA 18974.

A copy of the Non-Collusion Affidavit and Agreement to Comply with Section III of the Public School Code must be completed and returned with the quote. Failure to do so will result in disqualification.

For questions regarding these specifications, please contact Ryan Mulford at 215-441-6181 ext. 12002, mulfry@centennialsd.org.

PURPOSE
The William Tennent High School Commencement Ceremonies are held in the school stadium which requires the rental of equipment. Graduation date will be determined at the first Board of Directors meeting in April. The last day of school for students is June 20, 2014.

SCOPE OF WORK
The Contractor shall furnish all labor, materials, and supervision necessary to set up and take down a stage, scrim, and audio needed for the 2014 commencement ceremonies at the William Tennent High School, 333 Centennial Road, Warminster, PA 18974, in accordance with specifications below. The ceremony is held at the high school stadium turf field beginning at 4:30 p.m. The Contractor shall take all precautions to ensure the protection of the field surface.

Contractors are encouraged to make an appointment to visit the site. Please contact Ms. Mindy Golden at 215-441-6181, ext. 12012 to schedule a visit.

EQUIPMENT
Stage:
The main stage shall be 48'x20'x2' with ADA ramps DSL, DSR, and USC. Also to be included two sets of stairs and all applicable railing, and black shirred skit for stage front. ALL LEGS MUST HAVE CARPET TO PROTECT TURF SURFACE. Contractor shall furnish all materials and tools necessary to construct and secure the stage, ramps and steps.

Wind Walls
(1) 48' wide by 15' high backdrop with blow through scrim
(2) 15' wide by 15' high backdrop with blow through scrim
All materials and tools necessary to construct and support the scrim shall be supplied by the Contractor. Contractor will make sure scrim is secure and would be able to withstand wind gusts, if any, in the field
Audio:
Professional sound reinforcement for outdoor graduation with approximately 3000 attendees. To include microphones for podium and band. Wireless microphones for choral soloists. Also must be able to feed schools video recording service. Contractor will supply all materials and tools necessary to construct and secure audio towers and equipment.

American Flag Rental- 12’ x 18’ to be hung and secure.

STAGE LAY-OUT
Stage middle starts at the 45 yard line (see attached aerial view). A site visit is recommended but not required to determine the center line and the entrance

START AND COMPLETION DATE
The stage must be up for the first practice which is the day prior to the graduation date. The Contractor may come in to unload three (3) days prior to the graduation date. Construction may begin that first day (if needed). Contractor is to disassemble and load out the equipment after graduation. Audio shall be ready for use during the morning practice on the day of graduation to determine sound quality. All equipment should be disassembled and loaded for removal right after graduation. Any need for additional time to set-up or take-down so as to meet the demands as stated by this quote, will need to be approved by Administration.

DISTRICT RESPONSIBILITY
William Tennent will provide parking and security for all equipment and components from load in to load out. Twenty-four (24) hour access to venue in case of inclement weather will be arranged and provided. The required electrical service will be available on-site within one (1) hour of load-in and continuing through completion of load-out. Our district electrician will be present at load-in and load-out for any problems.

WEATHER CONDITIONS
If a threat of inclement weather, William Tennent will make the final determination to move the graduation inside no later than noon the day of graduation. If rain occurs prior to the start of graduation, 4:30 p.m., but well after the noon deadline, Administration may decide to wait it out for a 7:00 p.m. start in the stadium. If rain is forecast for all day, the graduation will be moved inside. Administration will contact the Contractor as soon as a decision is made.

ADDITIONAL REQUIREMENTS
All employees of the Contractor who will be working on the premises must present their driver’s license to scan in our RAPTOR security system.
Spectator Entrance 1: Access from WT Parking

Home Stands: Capacity 1700
4 Tickets per Graduate.
3 Tickets valid for auditorium
seating in event of rain

Spectator Entrance 2: Access from Shuttle Drop-off.
Entrance closed after 4:10

Graduate Entrance & Processional Route
ANTI-DISCRIMINATION CLAUSE

(Section 755, Pennsylvania School Code)

1. In accordance with the provisions of the Pennsylvania School Code, the contractor agrees:

   a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor of subcontractor, shall by reason of race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;

   b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;

   c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars ($5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,

   d. That this contract may be canceled or terminated by the school district, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.
AGREEMENT BY VENDOR OR INDEPENDENT CONTRACTOR
OF THE CENTENNIAL SCHOOL DISTRICT TO COMPLY
WITH ACT §111 OF THE PUBLIC SCHOOL LAWS

1. This agreement is part of the agreement between the undersigned business person or entity and the Centennial School District, dated ______________________, for the sale of goods or the provision of services as an independent vendor or contractor in the nature of: ________________________________, Bid/Quote No. _______________________.

2. The undersigned understands that after January 1, 1986 independent contractors and their employees hired after that date must comply with §111 of the School Code, which provides, among other things, that a CRIMINAL HISTORY INFORMATION RECORD SEARCH must be obtained for each employee who could come into contact with school children, showing that such employees have not been convicted of certain crimes. A copy of the law is available upon request.

3. It is agreed that the Centennial School District has no right of direct control over the hiring, retention, screening or assignment of employees, agents or officers of the undersigned, and further that the undersigned is responsible for compliance with this law. In addition, should any official or employee of the school be subject to any claim, proceedings, lawsuit, fine, civil penalty or other legal involvement arising from the neglect or failure of the undersigned, or its officers, agents or employees, to comply with said law, then the undersigned, as part of the consideration of doing business with the School District, hereby agrees to indemnify and hold harmless the District and all District employees for all losses, including costs of counsel and all expenses incident thereto.

Dated: _____________________ 20___

By: __________________________________________

(Proprietor, Authorized Officer or Partner)

Seal
(Corporate Seal, if applicable)

Witness or Attest: ______________________________

Business Name and Address
of Vendor/Independent Contractor
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
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 submissions 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 that 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.
NON-COLLUSION AFFIDAVIT

Contract/Bid No. __________
State of _________________________ : s.s.
County of _______________________ :

I state that I am _______________________________ of _____________________________________________
(Title)
(Name of Company)
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 the bid opening.
(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this
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) _____________________________________________________, its affiliates, subsidiaries,
(Name of my firm)
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 __________________________________________________
understands and acknowledges
(Name of my firm)
that the above representations are material and important, and will be relied on by the Centennial School District when
recommending for award 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 the Centennial School District of the true
facts relating to the submission of bids for this contract.

________________________________________________
(Print Name of Authorized Person and Company Position)

________________________________________________
Signature of Authorized Person

Sworn to and subscribed before me

this day of

__________________, 20____

___________________________________
Notary Public

My commission expires
William Tennent High School
Attn: Ms. Donna Brassell
433 Centennial Road
Warminster, PA 18974

April 22, 2014

We propose to supply the stage, scrim, and audio for the 2014 Commencement Ceremony at William Tennent High School according to your quote Q14-027 specifications for the following sum:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Rental</td>
<td>$__________</td>
</tr>
<tr>
<td>(includes materials for set-up/ take down)</td>
<td></td>
</tr>
<tr>
<td>Scrim Rental</td>
<td>$__________</td>
</tr>
<tr>
<td>(includes materials for set-up/ take down)</td>
<td></td>
</tr>
<tr>
<td>Audio Towers/ Equipment Rental</td>
<td>$__________</td>
</tr>
<tr>
<td>(includes materials for set-up/ take down)</td>
<td></td>
</tr>
<tr>
<td>Delivery (if applicable)</td>
<td>$__________</td>
</tr>
<tr>
<td>Labor</td>
<td>$__________</td>
</tr>
<tr>
<td>No. of Employees</td>
<td>__________</td>
</tr>
<tr>
<td>Miscellaneous Charges</td>
<td>$__________</td>
</tr>
<tr>
<td>(Specifications on separate sheet)</td>
<td></td>
</tr>
</tbody>
</table>

The Non-Collusion Affidavit is signed and attached __________

The agreement to comply with Section III of the Public School Code is signed and attached. __________

The vendor agrees to the scanning of all employees through the RAPTOR Security System which will be on premises. Vendor Initials __________

____________________________________________________
Authorized Signature

____________________________________________________
Print Name

____________________________________________________
Company

____________________________________________________
Address

____________________________________________________
Phone    Fax

____________________________________________________
Date     Email