



**Request for Proposal for Copier/Print Center  
Support Services**

Great Valley School District  
47 Church Road  
Malvern, Pa 19355

# INFORMATION AND GENERAL CONDITIONS

The Great Valley School District seeks proposals from firms that provide a single comprehensive, high-quality, cost-effective, and responsible source for the entirety of the District's needs for our Copy/Print Center. The District expects that the appropriate services can only be determined by a thorough study of existing conditions by successful proposer, followed by discussions and decisions by the District as to its standards and priorities. During the mandatory site visits, questions will be collected and consolidated and emails containing appropriate answers to such questions will be sent to all respondents.

This Request for Proposal (RFP) does not necessarily contain all of terms of the contract to be awarded. At the conclusion of the proposal evaluating process, Great Valley School District shall identify the respondent or respondents appearing to best suit the District's needs and expectations, for formal contract negotiations, which may include adjustments to the illustrative "Scope of Work". In the event a contract cannot be negotiated with the respondent or respondents chose by the District, the District may pursue negotiations with the firm or firms that the District determines are the next most qualified. In no event does the RFP commit the District to award any contract to any respondent. The final negotiations will be added the RFP, per an addendum and signed by both parties to form the contract for the Services.

Any additional contracts may not supersede the terms, conditions or scope of work requested in this RFP, unless it is an addendum to the RFP signed by both parties.

As this RFP is not competitive bid, the District retains the right to negotiate the price and other terms of the contract with the respondents identified and chosen by the District.

The District will review all proposals to determine responsiveness; any proposals that do not address all requested requirements or is incomplete can be rejected.

**SUBMISSION OF PROPOSALS:** Sealed proposals will be received Missy Klaus, Purchasing Coordinator/Fiscal Services Specialist, Great Valley School District, 47 Church Road, Malvern, PA 19355, at 10:00 A.M., Thursday, May 24, 2018. Proposals should be submitted in sealed envelopes, clearly marked with "Great Valley School District Copy/Print Center Support Services RFP", the excel sheet must be submitted to [xxx@gvgsd.org](mailto:xxx@gvgsd.org) in electronic format at 10:00 A.M., Thursday, May 24, 2018.

All proposals should be submitted in the format described in this RFP. The District has the right to take a maximum of sixty days (60 days from the opening of the sealed proposals to identify the "winning" respondent, and no proposals may be withdrawn prior to the District's decision. All Proposals will be offers to supply the services set forth in the specifications, and made part of this RFP.

## **Mandatory Pre-Proposal Meeting**

There will be a mandatory pre-proposal meeting held at 10:00 A.M. on Friday, May 11, 2018 at Great Valley School District Administration Building 47 Church Road, Malvern, Pa 19355.

The District has determined that for purposes of the RFP, it is vital that each respondent take the opportunity to personally review the proposal and evaluate the existing requirements of the current positions. The District will provide a brief orientation meeting, and the opportunity for each participating firm to ask questions concerning the RFP, the questions will be collected and consolidated, and an email containing the appropriate answers to the questions will be sent to all attendees.

Request for Proposals will be received by Missy Klaus, Purchasing Coordinator, Great Valley School District, 47 Church Road, Malvern Pa 19355 on or before Thursday May 24, 2018 at 10:00 a.m., in a sealed envelope, the excel sheet will be sent to [xxx@gvzd.org](mailto:xxx@gvzd.org) in electronic format on or before Thursday May 24, 2018 at 10:00 a.m.

1. All proposal responses must be submitted on the forms provided, with the price stated as requested. All requests must be signed by an authorized officer of the company.
2. Each vendor submitting a Request for Proposal must agree to enter into a contract and furnish any insurance certificates required by the Great Valley School District at time of submission of the request, in accordance with the terms and the condition, specifications governing it.
3. By submitting your proposal, each vendor is responsible to make themselves familiar with the contract documents and he/she stipulates that he/she has read and is familiar with them and understands and agrees to them.
4. Each vendor submitting a Request for Proposal thereby agrees and guarantees that the various articles, supplies, equipment or materials, work or services offered will conform to the specifications in quality, kind and character, and that the final determination of whether they do meet specifications shall rest solely with the Great Valley School District or their duly authorized representatives.
5. In submitting a Proposal, the vendor agrees that they will comply with the laws, rules, regulations and policies of federal, state, and local governments, and guarantees that all items subject to OSHA requirements will not be violated. It shall be the responsibility of the vendor to ensure that all personnel associated with this agreement are familiar with all the aforesaid laws, rules, regulations, and policies.
6. Prior to the opening of the Proposal, vendors will be given permission to withdraw any proposal after it has been received by the Great Valley School District. No plea of mistake shall be made available to the vendor and no RFP may be withdrawn before the expiration of the sixty (60) days from the date established for the opening of the bids. Vendors who violate this provision will be declared unsatisfactory for any future bidding.
7. The Great Valley School District reserves the right to accept or reject any portion of any Request for Proposal submitted, to waive any informality, and to make the award in the best interest of the Great Valley School District.
8. The vendor understands that the services and travel locations can be different locations. Great Valley School District will inform the vendor of the location and time, once it is determined.
9. Invoices shall be sent to the Business Office of the Great Valley School District. Separate invoices shall be rendered for each location if requested.
10. Payment will be made within 30 days of the receipt of the invoice(s).
11. Each vendor submitting a proposal must declare that this proposal was made without any connection with any other person or entity making a proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the

district is directly or indirectly interested in the bid or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.

12. PRICING: The Goods or Service prices provided are for the August 15, 2018 through June 30<sup>th</sup>, 2019, July 1, 2019 through June 30, 2020, and July 1, 2020 through June 30, 2021.

13. FAILURE TO FURNISH In the event the successful vendor shall neglect or refuse to furnish and deliver any articles, services or any part thereof, or to replace any articles or service which are rejected as stated in the preceding paragraph, then the Great Valley School District is authorized and empowered to purchase articles or services in conformity with this order from such party or parties, and in such manner as it shall select at the expense of the awarded vendor, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the Great Valley School District.

14. CLEARANCES

A. Under Pennsylvania Law, the chosen respondent will be required to obtain three (3) satisfactory employee clearances for each respondent-employee assigned to work on or in any Great Valley School District property or facility. The cost of obtaining such employee clearances shall be the sole responsibility of the chosen respondent. The Contractor shall not allow any employee, prospective employee or independent contractor on the job site prior to providing Great Valley School District with the below referenced clearances.

- **Child Abuse Clearance** an official clearance statement obtained from the Pennsylvania Department of Public Welfare, pursuant to Act 151 of 1959.Subchapter C.2. of the Child Protective Services Act.
- **Pennsylvania Criminal History Background Check**, Act 34 of 1985 Pennsylvania Public School Code 1949 as amended. Pursuant to §1-111, prior to commencing work under the independent contractors and their employees who provide services to a Pennsylvania school entity are required to obtain a report of "Criminal History Record Information" from the Pennsylvania State Police
- **FBI Background Check**, Act 114

B. All clearances documents must be dated no less than one (1) year prior to their delivery to the District.

C. Any Contractor employee with a documented criminal background, child abuse history shall be deemed objectionable by the District, in its sole discretion, and will be prohibited from working on the District's property or in any of it's the Districts Pennsylvania Criminal History Background check.

15. The selected Contractor must provide a copy of the above three clearances for each employee before the employee can provides services at the Great Valley School District locations. The clearances cannot be older than 1 year.

16. The Contractor is Required to signed an Arrest/Conviction Report and Certificate Form (Under at 24 of 2011).

17. IDENTIFICATION - All employees of the vendor must be identifiable at all times.

18. INDEMNIFICATION BY CONTRACTOR – Contractor will agree to indemnify, defend and hold harmless the District and its directors, administration, employees and agents from and against all demands, claims, actions, losses, judgement, cost, and expenses imposed upon or incurred by the District arising out of any of the following:
  - a. Contractor’s failure to comply with its obligations under any applicable laws, regulations or orders, including, but not limited to, claims arising out of Contractor’s or Contractor employee’s copying, duplication, retention, or disclosure or alleged copying, duplication, retention or disclosure of Education Records (as such term is defined in the *Family Education Right to Privacy Act*, 20 U.S.C. § 1232g, and its regulations) or information contained in Education Records;
  - b. Breach of any obligation of Contractor contained in the Contract; or
  - c. Any direct claim for workers’ compensation benefits for job-related bodily injury or death asserted against the District by any Contractor employees or, in the event of death, by their personal representatives.
  
19. EQUAL OPPORTUNITY EMPLOYER - The Great Valley School District is an equal opportunity employment, educational, and service organization.
  
20. DISCRIMINATION - Bidder shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, or sex.
  
21. DEBARMENT AND SUSPENSION -The Great Valley School District shall award contracts only to responsible contractors/vendors possessing the ability to perform successfully under the terms and conditions of the Request for Proposal. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
  
22. The Request for Proposal shall comply with all of the Great Valley School District’s policies, included but not limited to Policy 626 – Federal, Fiscal Compliance, 806 – Operations, Child Abuse and, 827 – Operations, Conflict of Interest.
  
23. LICENSES, FEES, TAXES: The vendor shall obtain and maintain all licenses and permits required by federal, state, and local laws.
  
24. SELECTION CRITERIA: The Great Valley School District reserves the right to select the vendor that provides the best organization-wide solution, cost, and service capability.

## SCOPE OF SERVICES

The Great Valley School District is located 25 miles west of Philadelphia in historic Chester County. The District has approximately 4,200 student and 562 employees. The District operates six (6) school building an administration building and a warehouse. The schools consist of four (4) elementary schools, one (1) middle school and one (1) high school. Our mission is to ensure that every student is inspired and prepared to be a passionate lifelong learner and a productive invested participant in the local and global community.

### COPY/PRINT CENTER

Great Valley School Districts Copy/Print Center is located at our District Office. The district multifunction printers in the Copy/Print Center and throughout the district are Sharp products serviced through Centric Business Systems.

#### 1. CONTRACT

The Great Valley School District is seeking proposals to provide Copy and Print Center employees for a three (3) year term with optional renewals for an additional two years. Either party may terminate the contract by giving no less than sixty (60) days prior written notice to the non-terminating party. The District will accept the proposal or proposals that best serve the District's interests and not necessarily the lowest proposal.

#### 2. DESCRIPTION, LOCATION AND PRICING OF SERVICES

The Contractor will assign its employees to the District to provide services at the location(s) and for the pricing set forth in the specifications. The District will be permitted to use the Contract in connection with its business operations, responses to "Right to Know" request and other uses as required by law. The pricing structure will be based on the hourly rates paid, set by the Great Valley School District with a percentage markup provided in this proposal by the Contractor.

#### 3. CONTRACTOR'S RESPONSIBILITIES

##### A. Hiring and Training

- a) The Contractor, as an independent contractor, will agree to hire, train, and assign employees to the District to provide the services requested in this proposal.
- b) The Contractor will conduct any additional screening requested by the District and mutually agreed upon by the Contractor and the District and as required by law.
- c) The Contractor agrees not to furnish the District with any personnel whom the District would deem ineligible if the District were directly employing such personnel in the same type of position.
- d) All of the services required under the contract shall be performed by Contractor employees.
- e) Employees of the Contractor will not be employees of the District.
- f) Employees of the Contractor must be W-2 employees and not 1099 employees.
- g) The Contractor will provide orientation and training to employees assigned to the Great Valley School District including but not limited to the District's policies and procedures, emergency procedures, dress code, hours, duty requirements, and other expectations of employees as set forth by the District and as required by law
- h) The Contractor agrees to utilize its best efforts to assign, to the extent possible, its employees based upon area of expertise and the District's preferences.

- g) At the District's request, the Contractor will agree to remove any of its employees assigned to the District; provided that the Contract will in no way affect the right of the Contractor, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees.

#### B. Payroll

- a) The Contractor agrees to maintain all necessary personnel and payroll records for its employees.
- b) The Contractor agrees to calculate their wages and withholding taxes and other government mandated charges if any.
- c) The Contractor agrees to remit such taxes and charges to the appropriate government entity
- d) The Contractor agrees to provide workers' compensation insurance coverage in amounts required by law.
- e) The Contractor agrees that each employee will sign-in at the beginning of the workday at stated work location upon arrival and sign-out at the end of the day before departure.
- f) The contractor agrees to provide the actual paystub with the hourly rate of any of their employees assigned to Great Valley School District.

#### 4. PAYMENT FOR SERVICES

In consideration of the Contractor's performance of the services, the District will agree to pay the Contractor in accordance with the pricing set forth in the Contract.

- a) The Contractor will invoice the District at the end of each month for direct cost incurred by the District under the contract set forth with in this Request for Proposal.
- b) Before payment is made each time sheet must be provided as backup to match the date, and time of the employees sign-in/sign-out sheet at their assigned building locations.
- b) The District shall make payments to the Contractor within thirty (30) days of the date that the Contractors invoice was received at the Districts administration building.
- c) In the event of termination or the Contract, the District will pay the Contractor within 30 days of the last day of service.
- d) Each of the Contractors employee must keep a time sheet with the date, building and hours worked for each week.

#### 5. AUDITS

The District shall be entitled to audit the books and records of the Contractor or nay consultant or subcontractor to the extent that such books and records related to the performance of the services. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the Contract. Contractor must keep up-to-date records available at all times.

#### 6. QUALIFICATIONS/PROGRAM/EXPERTISE

Explain how your firm proposes to take over and carry out the delivery of performance of the Services. Your response should be calibrated to your understanding of the District's facilities, needs, and your company's expertise and qualifications.

#### 7. COMPENSATION AND COST

For the sake of comparison, the following is requested:

Using the specifications of this RFP, using the hourly rate provided, please provide a percentage markup rate, inclusive of all labor, employee benefit cost, services, insurance, and all other overhead and

expenses of performance, and profit of performing the Services during the contract period. This should be done for each position listed in this RFP. Great Valley School District will set the rate of each employee supplied by the contractor based on each individual employee’s experience. The contractor will charge the district based on the assigned hourly wage and the percentage markup awarded during the RFP process.

**8. EMPLOYMENT MATTERS**

Identify the key regional management personnel who will be responsible for the respondent-entity’s performance of the contract, in the event an award is made. Identify the qualifications your company requires for on-site employees. Identify your company’s procedure for immigration compliance and criminal history screening. Identify your company’s training programs for employees. Include in this section of your proposal any additional information you wish to convey about your company’s human resources practices or in-house programs that may enhance the overall performance of the District’s program under the contract.

**9. EDUCATION RECORDS**

In the performance of the Services, Contractor employees may have access to certain District records, including, but not limited to, student Education Records (as such term is defined in the *Family Educational Right to Privacy Act*, 20 U.S.C. § 1232g, and its regulations). Contractor will acknowledge that in the performance of its responsibilities under the Contract and in particular, when Contractor employees have access to Education Records, Contractor will be acting as an agent of the District. Contractor will agree to train its personnel and employees assigned to the District under the Contract not to copy, duplicate, retain or disclose any Education Records or any information contained therein to anyone in any format, other than to a District Administrator for purposes related to the Contractor or employee’s responsibilities. Contractor will further agree to require that its personnel and employees assigned to the District not use or disclose any information learned during the performance of the Services that the District might reasonably consider confidential for any other purpose than performance of the Services under the Contract.

**10. Great Valley School District Locations:**

Charlestown Elementary School 2060 Charlestown Road Malvern, Pa 19355	General Wayne Elementary School 20 Devon Road
K.D. Markley Elementary School 354 Swedesford Road Malvern, Pa 19355	Sugartown Elementary School 611 Sugartown Road Malvern, Pa 19355
Great Valley High School 225 North Phoenixville Pike Malvern, Pa 19355	Great Valley Middle School 255 North Phoenixville Pike Malvern, Pa 19355
Great Valley Administration Building 47 Church Street Malvern, Pa 19355	



11. The Copy Center Full-time employee is hired on a 12 month basis. Working the same days as District Office Support Staff Employees. The part-time employee is hired on a 10 month basis, working estimate from the August 15<sup>th</sup> through June 15<sup>th</sup>. The work day hours vary per each individual position. The start and end times will be established by the Great Valley School District to maximize coverage at each building location. Copy Center contracted employees are only paid for hours worked at Great Valley School District.

12. Additional Positions, the district reserves the right to request pricing for additional positions at a later time, and if an agreement is reached between both the Contractor and Great Valley School District, the current contract will be amended to include the positions.

# Great Valley School District

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47 Church Road • Malvern, PA 19355

**Position Title:** Full-Time Copy Center Employee

**Reports To:** Purchasing Coordinator/Fiscal Services Specialist

**Contract Terms:** Hourly, twelve month employee

- Qualifications:**
- Detailed-oriented with good verbal and written communication skills
  - Ability to work independently with minimal supervision
  - Strong trouble-shooting skills in addition to good technical and mechanical aptitude
  - Strong computer skills, including but not limited to Microsoft Office products, and the ability to adapt to different software programs.
  - Ability to multitask in a high volume, fast passed environment
  - Ability to work under tight deadlines
  - Pleasant telephone behavior and excellent customer service – including follow up and status updates
  - Ability to lift, push, and pull up to 50 pounds
  - Ability to operate multiple office machines, including but not limited to copiers, fax machines, paper cutter, laminating machine, electric stapler, postage meter and shredders
  - Valid driver's license
  - High School Diploma or equivalent
  - Minimum 2 years of work related experience
-

## **Duties and Responsibilities:**

- Organize and process all copy and print work orders from emails, print queues, and hard copiers in a timely manner
- Complete mail run and deliveries in district provide vehicle
- First responder in the copy center for jams, toner and quick fixes
- Keep the machines up and running at all times, contacting the copier company in no less than 1 (one) business day.
- Organize and process all laminating work orders
- Shred documents when necessary
- Perform pre-trip vehicle checklist
- Perform other duties as assigned by the district Copy Center supervisor

# Great Valley School District

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47 Church Road • Malvern, PA 19355

**Position Title:** Part-Time Copy Center Employee

**Reports To:** Purchasing Coordinator/Fiscal Services Specialist

**Contract Terms:** Hourly, 10 month 4 hour per day employee

- Qualifications:**
- Detailed-oriented with good verbal and written communication skills
  - Ability to work independently with minimal supervision
  - Strong trouble-shooting skills in addition to good technical and mechanical aptitude
  - Strong computer skills, including but not limited to Microsoft Office products, and the ability to adapt to different software programs.
  - Ability to multitask in a high volume, fast paced environment
  - Ability to work under tight deadlines
  - Pleasant telephone behavior and excellent customer service – including follow up and status updates
  - Ability to lift, push, and pull up to 50 pounds
  - Ability to operate multiple office machines, including but not limited to copiers, fax machines, paper cutter, laminating machine, electric stapler, postage meter and shredders
  - Valid driver's license
  - High School Diploma or equivalent
  - Minimum 2 years of work related experience
-

### **Duties and Responsibilities:**

- Organize and process all copy and print work orders from emails, print queues, and hard copiers in a timely manner
- Complete mail run and deliveries in district provide vehicle
- First responder in the copy center for jams, toner and quick fixes
- Keep the machines up and running at all times, contacting the copier company in no less than 1 (one) business day.
- Organize and process all laminating work orders
- Shred documents when necessary
- Perform pre-trip vehicle checklist
- Perform other duties as assigned by the district Copy Center supervisor

GREAT VALLEY SCHOOL DISTRICT  
47 CHURCH ROAD  
MALVERN, PA 19355

REQUEST FOR PROPOSAL FORM

THREE YEAR PROPOSAL (08/15/2018 – 06/30/21)  
Copy/Print Center Support Services

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

First, that we have carefully examined the Information and General Conditions, Specifications/Scope of Services, Non-Collusion Affidavit, and Bid Form. We submit this proposal and agree to furnish and perform the specified work for the Great Valley School District for the sum and percentage increase on equipment and supplies indicated below:

Second, that the proposal is subject to all the terms of these specifications/Scope of Services and we hereby agree to furnish such materials and labor as required in these specifications

Third that the prices quoted herein are exclusive of Federal Excise and Pennsylvania State Sales Tax.

Fourth, as based upon the specifications/Scope of Services, the following proposal prices are listed as firm for a period of ninety (90) days after the date established for receiving bids.

Fifth, General Conditions, Specifications/Scope of Services along with the signed bid form is the signed contract between the \_\_\_\_\_ and the Great Valley School District.

If Vendor is an Individual:

Sign Here: \_\_\_\_\_  
(date)

If Vendor is an Individual Trading Under a Fictitious Name or is a Partnership:

Sign Here: \_\_\_\_\_  
(date)

Title: \_\_\_\_\_

Trading As: \_\_\_\_\_

If Vendor is a Corporation, Fill in Corporate Name, Sign and Affix Seal:

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

By: \_\_\_\_\_  
\_\_\_\_\_

(President or Vice President)

(date)

Attest: \_\_\_\_\_  
\_\_\_\_\_

(Secretary or Assistant Secretary)

(date)

ATTACH CORPORATE SEAL HERE:

ATTACH FINANCIAL STATEMENT HERE

## **Instructions for Non-Collusion Affidavit**

1. This Non-Collusion affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antirigging Act, 73 P.S. §§ 1611 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the contractors who makes the final decision on prices and the amount quoted in the proposal.
3. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals 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 contractors with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal 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 proposal.



Contract/Proposal No. \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_:

:s.s.

County of \_\_\_\_\_:

I state that I am (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 proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, contractors or potential contractors.

2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a contractors or potential contractors, and they will not be disclosed before proposal 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 proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

4. The proposal 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 proposal.

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 representations are material and important, and will be relied on by (Name of public entity) \_\_\_\_\_  
\_\_\_\_\_ in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from (Name of public entity) \_\_\_\_\_  
of the true facts relating to the submission of proposals for this contract.

\_\_\_\_\_  
(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE

ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission

GREAT VALLEY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
Copy

**MANDATORY PRE-PROPOSAL MEETING:** Friday, May 11th, 2018, 10:00 A.M.

Great Valley School District Administration Building.  
47 Church Road  
Malvern, Pa 19355

**SUBMISSION OF PROPOSAL DUE:** Thursday, May 24th, 2018, 10:00 A.M.

Proposals must be delivered to:

**Missy Klaus, Purchasing Coordinator  
Great Valley School District  
47 Church Road  
Malvern, PA 19355**

**The excel sheet must emailed in original electronic format to [bids@gvsd.org](mailto:bids@gvsd.org)**

**All Request for Proposals and Bids can be accessed on the Great Valley School District Website.**

**<https://www.gvsd.org/Page/187>**