OUR LADY OF LOURDES
REGIONAL SCHOOL

2001 Clinton Avenue
Coal Township, PA 17866
570.644.0375
lourdesregional.org

NOTICE TO BIDDERS

Our Lady of Lourdes Regional School is seeking bids from qualified vendors to provide a public service announcement system including structured cabling, paging equipment, speaker devices to be integrated with the current telephone system funded through The School Safety and Security Committee (SSSC) within the Pennsylvania Commission on Crime and Delinquency (PCCD) Grant Program.

All work will occur at Our Lady of Lourdes Regional School, 2001 Clinton Avenue, Coal Township, PA 17866.

All questions are due at 12:00 PM Eastern time on October 12, 2026 by email to: jessica.trell@lourdesregional.org with Subject Line: Questions OLOL PSA Bids.

Bids must include an executive summary, detailed scope, cost proposal and required certifications. Mail to: Our Lady of Lourdes Regional School; OLOL PSA Bids – J. Trell, 2001 Clinton Avenue, Coal Township, PA 17866. Email to: jessica.trell@lourdesregional.org Subject Line: OLOL PSA Bids. Both mail and email submitted bids must be received by 1:00 PM Eastern Time on October 12, 2026.

Bids will be opened at the same time and be evaluated based on compliance, quality, experience, cost and ability to meet deadlines. Our Lady of Lourdes Regional School reserves the right to reject any or all bids and waive informalities.

EOE/OLOL
Winona Sitlinger, Business Manager

REQUEST FOR BIDS (RFB)
School Safety ad Security Committee (SSSC) within the Pennsylvania Commission on Crime and Delinquency (PCCD) Grant Program

- Public Service Announcement System -

Project Scope
Contractor shall furnish, install, configure, test, and commission a complete school paging system, including all labor, materials, equipment, cabling, terminations, labeling, programming, and documentation required for a fully operational system.

1. Structured Cabling
Provide and install structured cabling to support the paging system, including:
- New plenum-rated 18/4 AWG paging cable throughout the facility
- New Category 6 cabling for network-connected paging equipment
- Routing through existing accessible pathways and ceiling spaces where practical
- Protective raceway and cable pathways at exterior and exposed locations as required
- Termination of all newly installed paging and network cabling
- Machine-generated labeling of all new cables
- Testing and verification of all newly installed Category 6 cabling

2. Paging Equipment
Provide and install paging system head-end equipment, including:
- One (1) IP-based paging server/system controller
- One (1) network-connected interactive paging console
- Associated power supplies and supporting equipment
- Required interconnections between system components

3. Speaker Devices
Provide and install the following paging devices:
- 88 lay-in ceiling paging speakers
- 10 ceiling-mounted paging speakers with support hardware
- 7 weather-resistant exterior horn speakers for parking lot & playgrounds
- 3 specialty horn speakers for locker rooms and the weight room
- 2 high-output horn speakers for the gymnasium

4. Integration and Commissioning
Complete system integration and commissioning shall include:
- Paging server installation and configuration
- Network configuration for IP-based components
- Paging zone and operational parameter configuration
- Functional testing of all equipment installed
- Verification of communications between system components

5. Contractor Requirements
Contractor shall:
- Provide a complete turnkey installation
- Verify field conditions prior to installation
- Perform work in a neat and professional manner

- Comply with applicable codes and regulations
- Coordinate work to minimize disruption to school operations
- All equipment shall be installed, interconnected, configured, and commissioned for normal
- operation.

BID FORM

Public Service Announcement (PSA) System Installation

Project Name: _____

Project Location: _____

Owner/Organization: _____

Bid Number: _____

Date: _____

Bid Due Date: _____

Contractor Information

Company Name: _____

Address: _____

City/State/ZIP: _____

Contact Person: _____

Phone: _____

Email: _____

Contractor License/Registration No.: _____

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1. SCOPE OF WORK

The Contractor proposes to furnish all necessary labor, materials, equipment, supervision, and services required to provide a complete and operational **Public Service Announcement (PA) System** installation in accordance with the project specifications and requirements.

The proposed work shall include, but may not be limited to:

- Furnishing and installing PSA system equipment.
- Furnishing and installing speakers and speaker mounting hardware.
- Furnishing and installing amplifiers and related equipment.
- Furnishing and installing microphones and/or paging stations.
- Furnishing and installing system control equipment.
- Furnishing and installing necessary cabling and wiring.
- Providing equipment racks, cabinets, and associated accessories as required.
- Connecting the PSA system to electrical power and/or existing infrastructure as specified.
- Providing necessary programming and system configuration (integration with the current telephone system).
- Labeling equipment, cables, and system components.
- Testing and adjusting the completed system.
- Providing system demonstration and basic user training.
- Removing installation debris and leaving work areas in a clean condition.
- Providing manufacturer's documentation, warranties, and operating information.

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2. EQUIPMENT AND MATERIALS

The proposed system shall consist of equipment suitable for the intended application and shall meet the project specifications.

Item	Description	Manufacturer/Model	Quantity	Unit Cost	Total
1	Speakers	_____	____	$_____	$_____
2	Amplifiers	_____	____	$_____	$_____
3	Microphones	_____	____	$_____	$_____
4	Paging Station(s)	_____	____	$_____	$_____
5	Control Equipment	_____	____	$_____	$_____
6	Equipment Rack/Cabinet	_____	____	$_____	$_____
7	Cabling/Wiring	_____	____	$_____	$_____
8	Mounting Hardware	_____	____	$_____	$_____
9	Miscellaneous Materials	_____	____	$_____	$_____
10	Other	_____	____	$_____	$_____
11	Other	_____	____	$_____	$_____
12	Other	_____	____	$_____	$_____
13	Other	_____	____	$_____	$_____

Equipment & Materials Subtotal: $_____

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3. LABOR

Labor Description	Estimated Hours	Rate	Total
Installation	_____	$_____	$_____
Wiring/Cabling	_____	$_____	$_____
Programming/Configuration	_____	$_____	$_____
Testing & Commissioning	_____	$_____	$_____
Training	_____	$_____	$_____
Other	_____	$_____	$_____
Other	_____	$_____	$_____
Other	_____	$_____	$_____

Labor Subtotal: $_____

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4. PROJECT COST

Equipment & Materials: $_____

Installation Labor: $ _____

Permits/Fees: $ _____

Engineering/Design: $ _____

Freight/Delivery: $ _____

Other Costs: $ _____

Subtotal: $ _____

Sales Tax (if applicable): $ _____

TOTAL BID PRICE: $ _____

Total Bid Price in Words:

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5. OPTIONAL ALTERNATES

The following items are offered as optional additions to the base bid:

Alternate	Description	Additional Cost
Alternate #1	_____	$_____
Alternate #2	_____	$_____
Alternate #3	_____	$_____

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6. PROJECT SCHEDULE

Estimated Start Date: _____

Estimated Completion Date: _____

Estimated Installation Duration: _____

The Contractor agrees to coordinate scheduling with the Owner and other contractors working on the project as necessary.

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7. TESTING AND COMMISSIONING

Upon completion of the installation, the Contractor shall:

- Test all installed equipment.
- Verify speaker operation and coverage.
- Verify microphone and paging functionality.
- Verify system controls and volume levels.
- Identify and correct installation deficiencies.
- Demonstrate system operation to the Owner's designated representative.
- Provide basic operating instructions and training.

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8. WARRANTY

The Contractor warrants that the installation will be performed in a professional and workmanlike manner.

Installation Warranty: _____

Equipment Manufacturer Warranty: _____

Warranty documentation shall be provided to the Owner upon completion of the project.

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9. EXCLUSIONS

Unless specifically included in the Scope of Work or pricing above, the following items are excluded from this proposal:

- Electrical service or electrical panel upgrades.
- Structural modifications.
- Asbestos, lead, mold, or other hazardous-material remediation.
- Repair of concealed or previously existing wiring.
- Repairs to existing equipment not specifically identified in the scope.
- Network/internet services.
- Permits or inspection fees unless specifically included above.
- After-hours or weekend work unless specifically included.
- Work required due to unforeseen site conditions.
- Any work outside the defined project area.

Additional work requested by the Owner or required because of unforeseen conditions shall be handled through a written change order.

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10. ASSUMPTIONS

This proposal is based upon the following assumptions:

1. Normal working hours will be permitted unless otherwise specified.
2. Reasonable access to all work areas will be provided.
3. Existing infrastructure identified for reuse is functional and suitable for the proposed system.
4. Adequate electrical power will be available at required locations.
5. Work areas will be accessible and reasonably free of obstructions.
6. Any changes to the scope of work may result in an adjustment to the contract price and schedule.

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11. PAYMENT TERMS

Payment Schedule:

Deposit/Initial Payment: % / $ _____

Progress Payment: % / $ _____

Final Payment: % / $_____

Payment Terms: _____

_____

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12. BID VALIDITY

This proposal shall remain valid for _____ **days** from the bid date.
After this period, pricing and availability may be subject to change.

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13. CHANGE ORDERS

Any work outside the original scope of this proposal shall require written authorization from the Owner prior to commencement.
Change orders may result in additional costs and/or adjustments to the project completion date.

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14. ACCEPTANCE OF PROPOSAL

The undersigned acknowledges that they have reviewed this proposal and authorize the Contractor to proceed with the work described herein, subject to the terms and conditions contained in this proposal.

OWNER/ORGANIZATION

Name: _____

Title: _____

Signature: _____

Date: _____

CONTRACTOR

Company: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

CONTRACTOR CERTIFICATION

I certify that I am authorized to submit this bid proposal on behalf of the Contractor identified above and that the pricing and information contained herein are accurate to the best of my knowledge.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

NON-COLLUSION AFFIDAVIT

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded to pursuant to this bid. Pursuant to the Pennsylvania Antibid-Rigging Act, 73 P.S. §1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the bidder who is responsible for making the final decision regarding pricing and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, as well as the making of false sworn statements in connection with the submission of bids, are unlawful and may be subjected to criminal prosecution. The person signing this Affidavit should examine it carefully before signing and shall ensure that each statement is true and accurate, making diligent inquiry, as necessary, of all persons employed by or associated with the bidder who are responsible for the preparation, approval, or submission of the bid.
4. In case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and a separate Affidavit must be submitted on behalf of each party.
5. The term “Complementary Bid,” as used in this Affidavit, has the meaning to commonly associated with that term in the bidding process and includes the knowing submission of bids higher that the bid of another firm, intentionally high or non-competitive bids, and any other form of bid submitted for the purpose of creating false appearance of competition.

NON-COLLUSION AFFIDAVIT

PROJECT: Installation of Public Service Announcement (PSA) System

BIDDER: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FEDERAL ID / TAX ID: _____

State of _____ **County of** _____

I,_____(name/title), of _____(name of firm)

and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible within my firm for determining the prices and amount of this bid.

I state that:

1. The bid submitted for the Installation of the Public Service Announcement (PSA) System has been prepared independently and without collusion, consultation, communication, or agreement with any other bidder or competitor regarding the amount of the bid, the terms of the bid, or any other matter relating to the bid.
2. The Bidder has not, directly or indirectly, entered into any agreement, arrangement, understanding, or communication with any other person, firm, or corporation for the purpose of restricting competition or affecting the price or terms of the bid submitted for this project.
3. The Bidder has not induced or attempted to induce any other bidder to submit or not submit a bid for this project.
4. The Bidder has not offered or agreed to pay, give, or provide anything of value to any other bidder or prospective bidder for the purpose of influencing the submission of a bid and that this bid is made in good faith.
5. The Bidder has not received, and will not receive, any information concerning the bid of another bidder that was obtained through any unlawful or improper communication or agreement.
6. The Bidder, _____ (name of firm), its affiliates, subsidiaries, officers, directors, and employees have not within 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 Our Lady of Lourdes Regional School in awarding the contract for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit shall be treated as fraudulent concealment from Our Lady of Lourdes Regional School of the true facts relating to the submission of bids for this contract.
7. The Bidder understands that any violation of this Non-Collusion Affidavit may result in rejection of the bid, termination of any resulting contract, and/or other remedies available to the Owner under applicable law.

8. The statements contained in this affidavit are true and correct to the best of my knowledge, information, and belief.

BIDDER / COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE:

Printed Name: _____

Title: _____

Signature: _____

Date: _____

NOTARIZATION

Commonwealth/State of _____

County of _____

On this _____ day of _____**, 2026**, before me, the undersigned Notary Public, personally appeared _____, who, being duly sworn according to law, acknowledged that they are the authorized representative of the Bidder identified above and that they executed this Non-Collusion Affidavit on behalf of the Bidder.

Notary Public Signature: _____

Printed Name: _____

My Commission Expires: _____

Notary Seal: _____

GENERAL CONDITIONS

1. **Invitation to Bid:** Our Lady of Lourdes Regional School invites bidders to submit sealed bids for the installation of a new public services announcement system to be integrated with the current telephone system.
2. **Bid Submission and Opening:** Bids will be accepted until 1:00 PM Eastern time on Monday, October 12, 2026, at which time they will be opened in the Business Office, located at 2001 Clinton Avenue, Coal Township, PA.
3. **Bid Packet Requirements:** The bid should be submitted in a sealed envelope and clearly marked on the outside, "OLOL PSA Bids". Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
4. **Compliance with Specifications:** The successful bidder shall bid in strict accordance with the specifications as set forth. Exceptions to the specifications must be clearly stated in the bid submission.
5. **Bid Validity and Award Acceptance:** Bids shall remain firm for a period of sixty (60) days from the date of bid opening. The successful bidder agrees to honor the submitted bid price and comply with all specifications, terms, and conditions contained herein. Failure to accept the award or execute required purchase documentation may result in the Owner pursuing any remedies available under applicable law.
6. **Completion Requirements:** Project shall be completed by a date of December 31, 2026.
7. **Award of Bid:** Our Lady of Lourdes Regional School reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. The Owner reserves the right to award the bid based on best overall value to Our Lady of Lourdes Regional School, considering price, compliance with specifications, vehicle condition, and other factors deemed relevant.
8. **Alternate Equipment and Equivalency**: Bid items must meet or exceed the specification described. Any proposed alternative equipment must include complete specifications, images and any deviations from the specifications. The bidder shall be responsible for demonstrating equivalency.
9. **Pricing Requirements:** No charge will be allowed for federal, state or municipal sales or excise taxes, for which the Owner is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.

CERTIFICATE OF INSURANCE REQUIREMENTS AND COMPLIANCE FORM

PROJECT: Installation of Public Service Announcement System
OWNER: Our Lady of Lourdes Regional School
PROJECT LOCATION: 2001 Clinton Avenue, Coal Township, Pennsylvania
PROJECT COMPLETION DATE: December 31, 2026

1. INSURANCE REQUIREMENTS

The successful bidder/contractor shall obtain and maintain, at its own expense, insurance coverage sufficient to protect the Owner, its employees, agents, representatives, and the Contractor from claims arising out of or related to the work performed under this project.

At a minimum, the Contractor shall maintain the following insurance coverage:

A. Commercial General Liability Insurance

- Minimum limit of **$1,000,000 per occurrence**
- Minimum limit of **$2,000,000 general aggregate**
- Coverage shall include, as applicable:
    - Bodily injury
    - Property damage
    - Personal and advertising injury
    - Products and completed operations

B. Workers' Compensation Insurance

The Contractor shall maintain Workers' Compensation Insurance as required by applicable Pennsylvania law for all employees performing work on the project.

C. Employers' Liability Insurance

- Minimum limit of **$500,000 each accident**
- Minimum limit of **$500,000 disease—each employee**
- Minimum limit of **$500,000 disease—policy limit**

D. Umbrella/Excess Liability

If required by the Owner, the Contractor shall maintain umbrella or excess liability coverage providing limits of not less than **$1,000,000**.

2. ADDITIONAL INSURED

The Contractor's Commercial General Liability policy shall name:

Our Lady of Lourdes Regional School

as an **Additional Insured** with respect to liability arising out of the Contractor's operations, work, or completed operations associated with this project, to the extent permitted by the Contractor's policy.

3. CERTIFICATE OF INSURANCE

The successful bidder shall provide the Owner with a current **Certificate of Insurance (ACORD 25 or equivalent)** issued by the Contractor's insurance carrier or authorized insurance agent.

The Certificate of Insurance shall:

1. Identify the Contractor and the insurance carrier(s);
2. Identify the types and limits of coverage;
3. Show the applicable policy effective and expiration dates;
4. Identify Our Lady of Lourdes Regional School as an Additional Insured where required;
5. Confirm that the required insurance coverage is in force prior to commencement of work; and
6. Be provided to the Owner prior to the Contractor beginning any work on the project.

4. CANCELLATION OR MATERIAL CHANGE

The Contractor shall notify the Owner promptly of any cancellation, non-renewal, lapse, or material reduction in the required insurance coverage during the course of the project.

No cancellation or lapse in required insurance coverage shall relieve the Contractor of its obligations under the contract.

5. SUBCONTRACTORS

The Contractor shall require all subcontractors performing work under this project to maintain insurance coverage appropriate to the work being performed and consistent with the requirements of the project.

Upon request, the Contractor shall provide certificates of insurance for subcontractors to the Owner.

6. INSURANCE COMPANY REQUIREMENTS

All insurance shall be issued by insurance companies authorized to conduct business in Pennsylvania and reasonably acceptable to the Owner.

7. CONTRACTOR CERTIFICATION

I hereby certify that the insurance coverage identified above is currently in effect or will be obtained and maintained as required for the duration of this project. I understand that failure to provide satisfactory proof of insurance may result in rejection of the bid or cancellation of the contract.

CONTRACTOR NAME: _____

ADDRESS: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

8. INSURANCE AGENT INFORMATION

INSURANCE AGENCY: _____

AGENT NAME: _____

TELEPHONE: _____

EMAIL: _____

9. CERTIFICATE OF INSURANCE ATTACHMENT

☐ Current Certificate of Insurance attached to bid.

☐ Certificate of Insurance will be provided upon notification of award and prior to commencement of work.

NOTE: The Owner reserves the right to require the successful bidder to provide complete copies of applicable insurance policies, endorsements, or other evidence of coverage upon request.

OWNER: Our Lady of Lourdes Regional School

PROJECT: Installation of Public Service Announcement System

REQUIRED PROJECT COMPLETION DATE: December 31, 2026

DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. Neither the prosper or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in public contracts by any federal or state agency.
2. The prosper will notify will notify Our Lady of Lourdes Regional School immediately if its status changes.
3. Any contract awarded may be terminated for cause if this certification is found to be false.

Firm Name: _____

Authorized Signatory: _____ (print)

Signature: _____

Date: _____