

Pennsbury School District

134 Yardley Ave
Fallsington, PA 18054

ATTENTION: All future Public bidding Prime Contractors and Subcontractors

Early next year, a public bid invitation will be advertised by the Pennsbury School District for the construction of their new 497,000 Square-foot High School Project located on approximately 120 acres in Levittown, PA. Included in the invitation will be a Pennsbury School District issued Responsible Contractor Policy (RCP) that has been included with this message for your firm's review and future consideration (whether your firm ends up participating in this Project as a Prime Contractor with the District, or as a Subcontractor who participates with the successful Prime Contractors).

The purpose of this message is to request your firm's proof of compliance with the Pennsbury School District's Responsible Contract Policy in advance of the public bid invitation early next year. If your company can meet the requirements of this RCP, then please follow the instructions below by no later than December 05, 2025.

The previously mentioned forms are accessible below for the following purposes and actions:

Current Responsible Contractor Policy (RCP):

- Purpose: *For Prime Contractor and Subcontractor information and instructions.* If the "Current Responsible Contractor Policy (RCP)" link is not available above, then this RCP can be found on the Pennsbury School District website at <https://www.pennsburysd.org>. From the Home screen, go to "School Board", then "School Board Policies", then "Policies", then "800 Operations", then "823.1R1-Responsible contractor". At the bottom of the RCP is the Contractor Responsibility Form.

Contractor Responsibility Certification Form (included as part of the RCP Policy 823.1R1):

- Purpose: *For Prime Contractor and Subcontractor action.* Please fully complete and sign this form with all information required. Again, this Contractor Responsibility Certification Form is available at the bottom of the RCP and can be found by visiting the Pennsbury School District website via the directions provided above. Once the RCP has been reviewed and the Contractor Responsibility Certification Form is completed and signed, this Form and referenced Certificate must be uploaded using the QR code below or by visiting <https://forms.office.com/r/SzBqr6FFOq>.

See next page for further instructions....

[Pennsbury School District Contractor Request Form:](#)

- Purpose: *For Prime Contractor and Subcontractor action.* Please fully complete this final form with all information required. Then, upload two (2) previously mentioned items:
 - o 1st – Certificate from a Class A Apprenticeship Training Program registered with and approved by the U.S. Department of Labor or a State Apprenticeship Agency and has graduated apprentices to journey person status for at least three of the past five years.
 - o 2nd - Contractor Responsibility Certification Form (included as part of the RCP Policy 823.1R1).

Pennsbury School District Contractor Request Form

