

Wakefield School District
Business Administrator's Office

April 17, 2019

Subject: Request for Quote (RFQ) –13 Plus 1 Passenger W/C School Bus
Options:
Ram Low-Floor design/ramp
Traditional lift in rear

Enclosures: Request for Quote – General Terms and Conditions
Scope of Work – Body & Chassis Specifications

The Wakefield Cooperative School District is soliciting price quotes for possible purchase/lease and delivery of one or more Type A - W/C School Bus.

You are invited to review the enclosures concerning the instructions for bid preparation. Please contact me in writing, if you have any questions or comments regarding this RFQ. A response will be issued in writing and made available to all known bidders. Bids should conform to the instructions contained herein. Definitive standard terms and special conditions will be transmitted prior to any award.

The total number of school buses to be purchased/leased depends upon the pricing received and Wakefield approved budget.

All Bids must be delivered to:
SAU #101 Wakefield School District
76 Taylor Way
Sanbornville NH,03872

Attention: Brennan Peaslee (13 Plus 1 Passenger W/C School Bus)

All inquiries regarding this RFQ should be submitted in writing and directed to: Brennan Peaslee, Transportation email: Brennan.Peaslee@sau101.org . In the event a Bidder is unable to obtain adequate clarification of any requirements, Bidder should make assumptions, identify the assumptions in Bidder's bid and include pricing based on those assumptions.

Sincerely,


Brennan Peaslee
Transportation Coordinator

REQUEST FOR QUOTE
General Terms & Conditions - School Bus(es)
THIS IS NOT AN ORDER

DATE: April 17, 2019

Response to this solicitation is

Requested by Wednesday; May 15, 2019

Direct questions to:

SAU #101 Wakefield School District
76 Taylor Way
Sanbornville NH,03872

Attention: Brennan Peaslee (13 Plus 1 Passenger W/C School Bus)
Brennan.Peaslee@sau101.org

- 1) All bids must be received by Wednesday; May 15, 2019; 12:00pm local time. Electronically submitted bids will be disqualified. ALL BID PACKAGES MUST BE SEALED AND DELIVERED TO:

SAU #101 Wakefield School District
76 Taylor Way
Sanbornville NH,03872

Attention: Brennan Peaslee (13 Plus 1 Passenger W/C School Bus)

- 1) Bids will be opened just after 12:00 pm on Wednesday; May 15, 2019 at the SAU #101 Office located at 76 Taylor Way Sanbornville NH. A list of all Bidding vendors, a summary of bids and all original bid documents will be made available for public inspection as soon as possible. Wakefield School District will notify all Bidders when a contract has been awarded.
- 2) Wakefield School District reserves the right to reject any or all bids and to waive any minor informality or irregularity in bid received, if doing so best serves the interests of the school district. A contract award will be based on the total value proposed, including price, quality, and service, among other parameters that will conform to this RFQ. All award decisions will be made solely by Wakefield School District.
- 3) Any cost incurred in the preparation and submission of a bid in response to this RFQ shall be at the sole responsibility of the respondent.
- 4) Your bid should include, at minimum, responses to specific requests in the Terms and Conditions. Any responses or exceptions should be highlighted on a separate line below that specific term or on a separate sheet, referencing the item referred to.

- 5) It is the responsibility of the Bidder to deliver the bid or modification on or before the requested date and time (stated above). Bids may be withdrawn by letter or with proper identification by personally securing the bid prior to the requested bid date and bid opening time. Withdrawn Bids will be returned unopened to Bidder. Bidders will be permitted to withdraw bids after said bid is received and opened pursuant to this invitation.
- 6) Should a Bidder find discrepancies in, or omissions from, the specifics contained in this RFQ, or should the Bidder be in doubt as to the meaning of any item, he shall at once notify Wakefield School District, which will send written instructions/clarifications to all Bidders on record. Wakefield School District will not be responsible for any oral instructions/communications.
- 7) A contract resulting from this RFQ is subject to cancellation by either party upon thirty days (30) written notice. This contract may also be cancelled immediately if either party becomes insolvent or files for bankruptcy.
- 8) A Bid shall be signed by a duly authorized representative or agent of the Vendor, such signature to constitute proof of that person's authority to bind the Vendor.
- 9) Amendments to a contract shall be in writing and shall be agreed to in writing by both parties.
- 10) Awarded Vendor shall not assign, transfer, convey, sublet or otherwise dispose of any of its rights, title or interest in a contract without the prior written approval of Wakefield School District.
- 11) Purchase orders will be the method by which Wakefield School District will purchase products if a contract is awarded.
- 12) All invoices shall bear the correct purchase order number and shall be sent via one of the following on or after July 1, 2019:
 - Mail: Wakefield School District
 - 76 Taylor Way Sanbornville NH,03872
 - Attention: Accounts Payable
 - E-mail: Brennan.Peaslee@sau101.org
 - Fax: (603) 871-8608
- 13) Invoice shall include payment terms of Net 30 Days from delivery date being after July 1, 2019.
- 14) Wakefield School District is a tax-exempt entity. Documentation will be provided upon request.
- 15) Awarded Vendor shall not utilize the Wakefield School District name or logo without the express written permission of the Wakefield School District.

- 16) In performance of its duties and obligations under a contract, awarded Vendor shall at all times be in compliance with all applicable Federal, State and Local laws, regulations and ordinances now in effect or as hereafter amended or promulgated.
- 17) Upon request from Wakefield School District, awarded Vendor shall provide, as applicable, evidence of insurance for:
- a) Workers' Compensation covering awarded Vendor full coverage liability under New Hampshire statutes
 - b) professional liability insurance
 - c) sufficient comprehensive general liability insurance

SCOPE OF WORK - GENERAL SPECIFICATIONS

Specifications must meet FMVSS requirements for the State of New Hampshire. Wakefield School District will determine if a proposed solution or product substitution is equal to, or exceeds, bid specifications. For this reason, Bidders are discouraged from describing any deviation simply as "equal" or "exceeds" the described requirements. Bidders are strongly encouraged to fully explain such deviations on a separate sheet of paper and submit this with their bid. Failure to do so may result in rejection of the bid and/or product for non-compliance. In addition to FMVSS Requirements:

- Driver seat – high back, air seat; heated
- 1 w/c capability
- seat track on driver side & front portion of passenger side (front w/c access; ramp)
- Built in 5-point harnesses in all seats
- 3-point Seatbelts in all seats
- Camera system: REI digital color camera with SD40 DVR which records audio, video, and vehicle data via a removable SD Card connected to a panic button located in the driver's command center and (3) surveillance cameras located, both front and rear, also one camera head for driver / front entrance along with all sensors connected.
- Rear Heater
- Air Conditioning
- Tinted Windows
- Saf-T-Vue Windows: 500 sq. in. window located forward of entrance door, allowing clear of view of ground. Additional A-shaped windows forward of driver's sliding window and
- Set of (4) emergency push-out sash windows-(2) per side- all vertically hinged.
- Front and rear mud flaps
- 42 OZ. gray vinyl upholstery on all passenger seats and barriers.
- Cell phone power receptacle on driver's console.
- Safety equipment storage compartment over windshield
- 112 dB backing horn.
- Front and Rear tow hooks
- 24-unit first aid kit, body fluid clean-up kit. Located in a hinged compartment over windshield. Set of two rubber wheel chocks, set of three triangle flares, 5 lb. dry chemical fire extinguisher, located in driver's area and in clear view. Seat belt cutter located in driver's area in clear view.

- Floors, skirts, and wheelhouses sprayed with asphalt emulsion wax based self-healing undercoating; applied after body is mounted to ensure protection for chassis frame rails and mounting clips and crossmembers. Under guard, a wax-based self-healing undercoating that does not need to be re-applied, or equivalent, shall be applied.
- Interior Mirrors
- Heated Convex/driver Mirrors; remote
- AM/FM Radios with interior PA
- Push button entrance door control on side panel
- Warning light controls –located on switch panel
- Hazard light controls –located on steering wheel
- LED lights
- Exterior vandal lock and key for front door
- Interior lock for emergency door(s)
- Cold Weather Starting Assist: 750-watt engine block heater
- Hydraulic Brakes
- (1) air operated octagonal blade with red flashing strobe lights, mounted with stainless steel fasteners below driver’s side window. Reflective, complete enclosed wiring, and sealed housing.
- Rustproofing: Special powder coat electrostatic sealing primer applied to both sides of all painted panels after fabrication, prior to assembly. Tuff Coat front bumper and stairwell, or equivalent.
- Bus identification number “5” to be lettered on right rear – opposite registration place in 3” black letters
- Bus to be lettered (centered on each side) with 5” letters: **Wakefield SCHOOL DISTRICT**
- Diamond grade reflective vinyl installed as follows - 8” in height “School Bus” letters on front and rear roof cap; 2” wide strip full length of body both sides at floor line; framing rear of vehicle 1 ¾” strip top and bottom, 2” strip vertically at right and left sides.
- Detailed description and specifications of the frame structure, roof structure, side sheathing, inside panels, with particular reference to material used.
- Diagnostic software
- Documentation: Manuals and catalogs (hardcopy and, if available, equivalent CD’s)
- A FACTORY service and parts manual for chassis, body, drive train and auxiliary equipment, complete with all supplements.
- all warranty information and costs for extended vehicle maintenance and repair coverage available
- Maintenance and inspection schedule incorporating the required maintenance and inspection basis of the vehicle and its subsystems.
- Guaranteed delivery date (to be specified on bid). Guaranteed delivery date means the buses will be at the destination no later than the date noted. Delivery address is SAU #101 76 Taylor Way, Sanbornville, NH, 03872.

References: Bid packages should contain a list of references (minimum of three) of recent past customers. Most preferable would be customers similar in size to Wakefield School District.

BID SHEET
SCHOOL BUS BID

We propose to furnish the following school buses to Wakefield School District:

- On or before _____, 2019 (Guaranteed Delivery Date).
- FOB SAU #101 76 Taylor Way, Sanbornville, NH, 03872.
- A separate sheet of paper explaining deviations of products deemed "equal to" and as may be approved by the Wakefield School District. These have also been noted under "remarks".
- Wakefield School District reserves the right to accept or reject any and all bids regardless of bid amount.

DESCRIPTION _____ BID AMOUNT (EACH UNIT)

W/C School Bus gas \$ _____

W/C school Bus diesel \$ _____

NAME OF VENDOR _____

ADDRESS _____

TELEPHONE _____

DATE SUBMITTED _____

REMARKS __ (please provide any comments/notations on attached sheet) ____

This Purchase is firm for _____ days from the Bid Due date. Upon signing this document, both parties have executed this agreement from the date of the signature of Wakefield School District's authorized representative.

(Vendor - Signature)

(Date)

(Print Name)

(Purchaser Signature)

(Date)

(Print Name)