

Wakefield School District
Business Administrator's Office

April 17, 2019

Subject: Request for Quote (RFQ) –6 Passenger Mini-Van

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 6-passenger mini-van

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 (6 Passenger Mini-Van)

All inquiries regarding this RFQ should be submitted in writing and directed to: Brennan Peaslee, Transportation Coordinator 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

- 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 Bids may be withdrawn by letter or with proper identification by personally securing the bid prior to the requested bid date and bid opening time. Withdrawn Bids will be returned unopened to Bidder.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
SAU #101 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.

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)

Mini-Van: gasoline \$ _____

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)