##

# L’ANSE CREUSE PUBLIC SCHOOLS

**REQUEST FOR PROPOSALS**

**“Preowned Bus Purchases RFP”**

**Prepared By: Rochelle M. O’Malley**

## Assistant Superintendent for Businessand Operations

 **586-783-6300, x-1212**

**Date: November 21, 2023**

**Due Date of Bids: December 5, 2023**

**Please complete the section below and include this page as the first page of the bid package:**

 **Vendor Name:**

 **Representative Name:**

 **Street Address:**

 **City, State and Zip:**

 **Phone:**

 **Fax:**

###### L’Anse Creuse Public Schools

24076 F. V. Pankow Blvd.

Clinton Township, MI 48036

##### INVITATION TO BID

PREOWNED BUS PURCHASES

**I. BID PROPOSAL**

L’Anse Creuse Public Schools (LCPS) is seeking sealed bids for the purchase of Two (2) Preowned, Conventional, 77 passenger Buses and One (1) 53 passenger Special Needs Conventional Bus

The contact for this procurement is: Don Gratton, Director for Operations, Larry F. Brender Support Services Center, 24400 F. V. Pankow Blvd., Clinton Township, Michigan 48036, Telephone: (586)-783-6550 ext. 1110.

### A. Bid Submission Instructions

The words **"Preowned Bus Purchases, Sealed Bid, Date Due: Tuesday, December 5, 2023 2:00 p.m."** must appear on the outside of the envelope in the lower left-hand corner. Bids must be signed by a representative of the company submitting the bid. Original bids must be delivered to: **L’Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, Michigan 48036, Attention: Ms. Rochelle O’Malley, Assistant Superintendent for Business and Operations.** Bids to be valid must be received no later than **2:00 p.m. Tuesday, December 5, 2023.** No bids received after this time and date will be opened by the Board of Education and will be returned unopened to the vendor.

Proposals must include:

1. Pricing for any and all buses that Vendor intends to offer for purchase
2. Vendor contact information
3. Copies of all warranties in both hard copy and on jump drive provided by MSBO
4. Full spec sheet for all buses that Vendor intends to offer for purchase

**B. General Terms and Conditions**

Bidders that submit a proposal to LCPS must accept/meet the following Terms and Conditions:

**Collusion / Good Faith**: It is the intent of LCPS that all vendors act independently and in good faith by not soliciting one another or acting in any manner that might be viewed as collusion.

**Right to Reject**: In submitting this bid, it is understood and agreed by bidder that L’Anse Creuse Public Schools reserves the right to reject any or all bids, wholly or in part, or to award to multiple bidders in whole or part. All awards will be made in a manner deemed in the best interest of LCPS.

**Withdrawal:** No Proposals may be withdrawn following the Due Date. Proposal prices shall be firm by the Vendor from **December 5, 2023** through **July 1, 2024,** subject to availability.

**Repair Facility:** All Vendors must have an inside repair facility within the boundaries of the State of Michigan

**Non-Compliance:** The LCPS Board of Education reserves the right to cancel said bid or contract at any time that LCPS staff feels vendor has not met conditions and requirements of such. Vendor will be given opportunity to meet with LCPS staff to discuss such issues before any termination is made.

**Assignment, Transfer or Subcontracting:** Vendor shall not during contract assign, transfer or subcontract any part of agreement to any other supplier.

**Hold Harmless Agreement:** The vendor shall agree to a ‘Hold Harmless’ clause concerning the process, selection criteria, award, and contract as entered into with LCPS.

**Clarifications:** If these specifications do not conform with federal or state specifications for the individual type of school bus, the dealer will immediately notify Don Gratton at (586) 783-6550 Ext. 1100, for consideration of a possible revision for all bidders no less than four (4) days before opening of bids. Issues deemed to need correction or clarification will be processed and e-mailed to all vendors in the form of bid addenda.

**II. SPECIFICATIONS AND VENDOR REQUIREMENTS**

**Product Availability:** Vendor must demonstrate they can meet order demand.

**Products/Brands:** Vendor must adhere to specific brand, size, weight, color, etc. as indicated, unless an alternative product is approved by LCPS.

**Delivery:** Bus prices must be Freight on Board (FOB) to the school district. Vendor will deliver busses to Support Services, 24400 F. V. Pankow Blvd, Clinton Township, MI 48036 by approximately August 2023.

**Taxes:** Bid items should not include sales tax as the district is exempt from the payment of all State and Federal taxes.

**Engine and Body Warranties:** Due to the vast differences in engine warranties, each vendor shall supply pricing and documentation of what warranties are offered and what they cover. This is to be included as part of their bid, as indicated in Section 1.A. The Vendor further warrants that each bus will be free from defects in workmanship and material in accordance with the manufacturer's standard warranty from the date of delivery of that bus.

**Insurance Coverage:** For the length of the contract, the vendor shall maintain adequate insurance for protection from claims under Workmen's Compensation Acts and from claims for damages or personal injury, including death and damage to property which may arise from operations under the contract. The proof of insurance will be submitted as part of the bid package. See attachment #1 for Insurance Requirements. If awarded the contract, the vendor will have five (5) days after Notice of Award to submit a Certificate of Insurance naming LCPS as an Additional Insured.

**III. COMPANY REFERENCE AND OTHER INFORMATION**

Please provide the following information:

|  |  |
| --- | --- |
| 1. How long have you been in business?
 |       years |
|  |  |
| 1. Can you deliver to the specified location?
2. Can you deliver busses by the estimated delivery date?
 | Yes | [ ]  | No | [ ]  |
|  | Yes | [ ]  | No | [ ]  |
|  |  |
|  |  |

1. On a separate page, please describe and clearly indicate any warranties provided with the buses.
2. Please list at least three references, Public Schools, if possible, with which you are currently doing business other than LCPS:

|  |  |
| --- | --- |
| Name |       |
| Telephone |       |
| Address |       |
| Contact Person |       |

|  |  |
| --- | --- |
| Name |       |
| Telephone |       |
| Address |       |
| Contact Person |       |

|  |  |
| --- | --- |
| Name |       |
| Telephone |       |
| Address |       |
| Contact Person |       |

# IV. COST PROPOSAL

**A. Pricing for Bid List Items (Please read and follow all instructions).**

All bids/proposals shall be itemized, priced, totaled and summarized per the format as stipulated or provided with these instructions. Such format will be adhered to strictly or the bid/proposal may be rejected.

Changes, alterations, or use of any preprinted or formatted bid will not be accepted. Any clarifications, comments, or elaboration may be submitted as an attachment (supplement) to the bid/proposal and must be identified clearly as to content and intent.

1. **Bid Forms** - On the attached specification bid forms, list the cost for each bus on a separate form. Any item without this complete information will constitute a “No Bid” item. Enclose a copy of the Specification Bid Form for each bus with your bid package. If you do not offer the product described on the specification sheet, you may bid an equivalent item per the instructions below**. Please bid either the product listed or an equivalent, but not both.**
2. **Summary -**  Please indicate the total costs of each bus on the summary form and provide a total price for the bid. Prices should be in whole dollars (no cents).

**B. Other Associated Costs**

All costs associated with the purchase and delivery is to be included. This includes but is not limited to: delivery charges, fuel charges and freight charges.

**V. CERTIFICATE OF COMPLIANCE WITH MICHIGAN ACT NO. 517**, **PUBLIC ACTS OF 2012**

We,       (Company) Certify that we are not an “Iran linked business” within the meaning of Michigan Act No. 517, Public Acts of 2012, and that in the event it is awarded Contract as a result of this Invitation to Bid, we will not become an “Iran linked business” during the course of performing our Work under the Contract.

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable for civil penalties of $250,000 or two times the amount of the contract or proposed contract, whichever is more, as more fully set forth in Section 5 of Act No. 517, Public Acts of 2012.

(Name of Company)

By:

Date:       Title:

Acknowledged by before me on the day of,

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name

Notary public, State of Michigan, County of
My commission expires

\*If performing a notarial act in a county other than the county of commission, include: Acting in the County of

**NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

**FAMILIAL DISCLOSURE AFFIDAVIT**

The undersigned, the district or authorized office of the below-named vendor, Pursuant to the familial disclosure requirement provided in L’Anse Creuse Public Schools Request for Proposals for Financial Audit Services, hereby represents and warrant that, excepts as provided below, no familial relationship exists between the district or key employee of the vendor, and any member of the L’Anse Creuse Public School Board, the L’Anse Creuse Public School Superintendent, the L’Anse Creuse Assistant Superintendent for Business and Operations. A list of the School District’s Board of Education Members, Superintendent and Assistant Superintendents for Business and Operations, Human Resources, Manager of Operations and Supervisor of Maintenance and Custodial Services may be found at <http://www.lc-ps.org>.

List any Familial Relationships:

 Firm:

 Print Name of Vendor

 By:

 Its:

Subscribed and sworn before me, this       Seal:

day of      , 20       a Notary Public

in and for       County,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

 NOTARY PUBLIC

My Commission Expires

**Conflict of Interest Disclosure Form**

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by vendor (s) other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the vendor (s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interest would reasonably appear to be affected by the purchase. The vendor (s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Date:

Name:

Position:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

[ ]  I have no conflict of interest to report

[ ]  I have the following conflict of interest to report, please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**VI. SELECTION PROCESS**

LCPS will base award on several evaluation factors including but not limited to: the vendor meeting bid specifications, pricing, references, ability to meet the district’s schedule and billing system and support. Responses must be complete and address all the questions listed. LCPS reserves the right to make purchases from other vendors should it be on an emergency basis or should there be a substantial price difference favorable to LCPS.

#### VII. ACCEPTANCE OF PROPOSAL

I have read the bid proposal including bid requirements, terms and conditions, and vendor requirements and specifications, which are integral parts of the terms of this contract.

My signature certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law.

The undersigned agrees to execute a Contract for work covered by this proposal provided that he or she is notified of its acceptance within ninety (90) days after date of Proposal.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Company Name

Address:

Name of Company Representative (Type/Print):

Title:

Telephone:

Fax No:       E-mail address

Website Address :

 Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: