

Oyster River Cooperative School District
Business Administrator's Office

January 31, 2018

Subject: Request for Quote (RFQ) – 77-Passenger School Bus

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

The Oyster River Cooperative School District is soliciting price quotes for possible purchase and delivery of one or more 77-Passenger school buses by the School District.

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 depends upon the pricing received and ORCSD approved budget.

Your response to this solicitation should be received no later than Monday, February 19, 2018; by 12:00pm. All Bids must be delivered to:

Oyster River Cooperative School District
36 Coe Drive
Durham, NH 03824
Attention: Lisa Huppe (77-Passenger School Bus RFQ)

All inquiries regarding this RFQ should be submitted in writing and directed to: Lisa Huppe, Transportation Director email: lhuppe@orcscsd.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,

Lisa Huppe
Transportation Director

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

DATE: January 31, 2018

Response to this solicitation is
Requested by Monday, February 19, 2018

Direct questions to:

Oyster River Cooperative School District
36 Coe Drive
Durham, NH 03824
Attention: Lisa Huppe (77-Passenger School Bus RFQ)
lhuppe@orcscsd.org

- 1) All bids must be received by Monday, February 19, 2018; 12:00pm local time. Electronically submitted bids will be disqualified. ALL BID PACKAGES MUST BE SEALED AND DELIVERED TO:

Oyster River Cooperative School District
36 Coe Drive
Durham, NH 03824
Attention: Lisa Huppe (77-Passenger School Bus RFQ)
- 2) Bids will be opened just after 12:00 pm on Monday, February 19, 2018 at the SAU Offices located at 36 Coe Drive, Durham, 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. Oyster River School District will notify all Bidders when a contract has been awarded.
- 3) Oyster River 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 Oyster River School District.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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 Oyster River School District, which

will send written instructions/clarifications to all Bidders on record. Oyster River Cooperative School District will not be responsible for any oral instructions/communications.

- 8) 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.
- 9) 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.
- 10) Amendments to a contract shall be in writing and shall be agreed to in writing by both parties.
- 11) 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 Oyster River School District.
- 12) Purchase orders will be the method by which Oyster River School District will purchase products if a contract is awarded.
- 13) All invoices shall bear the correct purchase order number and shall be sent via one of the following on or after July 1, 2018:
 - Mail: Oyster River Cooperative School District
36 Coe Drive, Durham, NH 03824
 - Attention: Accounts Payable
 - E-mail: lhuppe@orcscsd.org
 - Fax: (603) 868-6668
- 14) Invoice shall include payment terms of Net 30 Days from delivery date being after July 1, 2018.
- 15) Oyster River Cooperative School District is a tax-exempt entity. Documentation will be provided upon request.
- 16) Awarded Vendor shall not utilize the Oyster River Cooperative School District name or logo without the express written permission of the Oyster River Cooperative School District.
- 17) 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.
- 18) Upon request from Oyster River Cooperative School District, awarded Vendor shall provide, as applicable, evidence of insurance for:
 - a) Workers' Compensation covering awarded Vendor full coverage liability under New Hampshire statues
 - 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. ORCSD 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:

- Tinted Windows
- Maximized luggage compartments
- Driver seat – high back, air seat; heated
- Built in 5-point harness’ in both front seats (2 seats; 4 built in 5-point harness)
- Seatbelts installed in 2nd row of seats up front (2 seats; 4 seatbelts)
- Crossing Gate mounted on front bumper
- AM/FM Radios with interior PA
- Push button entrance door control on side panel
- Warning light controls – Redundant, located both on steering wheel and in switch panel on left of driver
- Hazard light controls – Redundant, located both on steering wheel and in switch panel on left of driver
- LED lights
- Exterior vandal lock and key for front door
- Interior lock for emergency door(s)
- 7 day programable controller Webasto Heater, feeding off main fuel source.
- Cold Weather Starting Assist: 750-watt engine block heater
- Heated Convex/driver Mirrors
- Hydraulic Brakes
- Bus identification number to be lettered on right rear – opposite registration place in 3” black letters
- Bus to be lettered (centered on each side) with 5” letters: OYSTER RIVER COOPERATIVE 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 48 George Bennett Rd, Lee, NH 03861.
-

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 ORCSD.

BID SHEET
SCHOOL BUS BID

We propose to furnish the following school buses to Oyster River Cooperative School District:

- On or before _____, 2018 (Guaranteed Delivery Date).
- FOB 36 Coe Drive, Durham, NH 03824.
- A separate sheet of paper explaining deviations of products deemed “equal to” and as may be approved by the Oyster River Cooperative School District. These have also been noted under “remarks”.
- Oyster River Cooperative School District reserves the right to accept or reject any and all bids regardless of bid amount.

<u>DESCRIPTION</u>	<u>BID AMOUNT (EACH UNIT)</u>
--------------------	-------------------------------

Type C 77-Passenger	\$ _____
---------------------	----------

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 Oyster River School District’s authorized representative.

(Vendor - Signature)

(Date)

(Print Name)

(Purchaser Signature)

(Date)

(Print Name)