

Genoa-Kingston CUSD #424

**Request for Proposal for
Leased School Buses**

April 18, 2019

Genoa-Kingston CUSD #424

980 Park Avenue

Genoa, IL 60135

815-784-6222

Invitation to Provide Proposal – School Bus Lease & Purchase of Districts' Used School Buses

Genoa-Kingston CUSD #424 has its own bus barn and bus ports. The district is accepting proposals for leased school buses and described herein. Sealed proposals are due by **Tuesday, May 14, 2019 at 10:00am CST**, at which time they will be publicly opened and read aloud. Proposals are to be submitted to:

Genoa-Kingston CUSD #424
Attn: Dr. Brad Shortridge, Assistant Superintendent
980 Park Avenue
Genoa, IL 60135

Failure to comply with the parameters and directions set forth in these proposal documents, including the submission of all required forms by the date and time listed, may lead to disqualification of the proposal.

We appreciate your participation in this request for proposal process.

Sincerely,

Dr. Brad Shortridge
Assistant Superintendent
Genoa-Kingston CUSD #424

SECTION 1
PROPOSAL TIME SCHEDULE

4/24/19 Proposal notification made, proposal packets released.

5/14/19 10:00am CST Proposal return and opening (980 Park Ave., Genoa, IL 60135)

5/14/19 Discussion with Board of Education regarding received proposals

5/28/19 Recommendation of successful bidder to Board of Education.
Board of Education action on the recommendation.

7/1/19* Delivery of buses to district.

*Another date may be mutually agreed upon by consent in writing of both the successful bidder and Genoa-Kingston CUSD #424.

SECTION 2

INSTRUCTIONS TO VENDORS

1. Proposals must be placed in a sealed envelope bearing the title of the proposal and the name of the vendor and shall be addressed and delivered to Genoa-Kingston CUSD #424 any time prior to, but no later than **10:00am CST on Tuesday, May 14, 2019**. Proposals received after this deadline will not be considered and will be returned unopened.
2. Proposals will be publicly opened immediately after the above deadline. The method of transmittal of the proposal is at the seller's risk of untimely receipt by the Board. The District will not be responsible for delays in delivery by UPS, FedEx, Airborne, or any other carrier the proposer chooses. Faxed copies are not acceptable.
3. All interested parties are cordially invited to be present at the public proposal opening to be held at the time the sealed proposals are due. Proposals will be publicly opened and results announced. Awards, however, will not be made until after the staff has made a thorough analysis of all proposals received. Proposals will be officially awarded at a subsequent meeting of the Board of Education, after which written notification will be issued to vendors of award.
4. All proposals will be considered to be firm for a period of ninety (90) days from the date established for the opening of proposals.
5. Proposals must be signed by an authorized official of the organization and the name of the official and his/her title typed below the signature.
6. The vendor with the successful proposal will be required to enter into a contract incorporating the terms and conditions of this proposal.
7. All information required by the proposal specifications must be supplied to constitute a proper proposal.
8. A vendor may submit, in addition to the base proposal, other cost-effective alternate proposals for the District's consideration.

9. The Board of Education reserves the right to reject any and all proposals, to waive technicalities in the proposal and to accept any proposal deemed by the Board of Education to be in the best interest of the District, and to award each item to different vendors or all items to a single vendor unless noted on the request for proposal. It is the opinion of the Board of Education to determine: (1) an equal or alternate is a satisfactory substitute; (2) whether a vendor is a responsible party and whether the proposal should be disregarded, and (3) what exceptions or deviations from written specifications will be accepted. The district administrators will authorize the release for purchase orders upon acceptance of proposals. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.
10. All proposals will be available for inspection in the District office after award of offers.
11. Genoa-Kingston CUSD #424 is not subject to Federal Excise Tax or Illinois Retailer's Occupational Tax.
12. The following statute shall govern the work: The Illinois Human Rights Act requires that every party to a public sector shall have adopted written sexual harassment policies, P.A. 87-1257.
13. In the selection of a vendor, the District will not use criteria that may subject qualified individuals with disabilities to discrimination on the basis of their disability, in conformance with the requirements of the Americans with Disabilities Act.
14. Every party to public contract and every eligible vendor shall comply with the procedures and requirements of the Department of Human Rights Regulations concerning equal employment opportunities and affirmative action.
15. By submitting a proposal, the vendor certifies that they are in compliance with all laws, ordinances, regulations and codes of state, federal, county and local government agencies, which may, in any manner, effect the preparations of proposals or the performance of the contract.
16. **Vendors shall submit with their proposal, the signed Non-Collusion Affidavit**, certifying that the vendor is not barred from bidding or submitting proposals as a result of a conviction for either bid-rigging or bid rotating.

SECTION 3

SPECIFICATIONS

1. The District is interested in receiving proposals for leasing up to fifteen (15) buses with 77 passenger capacity and at least one (1) wheelchair bus.
2. The proposal will detail the bus specifications that the vendor feels best meets the needs of the District, but for starters, airbrakes are required. Information regarding current bus specifications are available by contacting Genoa-Kingston Director of Transportation, Ms. Cam Fradkin, at 815-784-5271 or cfradkin@gkschools.org
3. The District wishes to consider proposals for new diesel-fueled buses as well as one (1) year old diesel-fueled buses.
4. The proposed lease shall be inclusive of preparation, delivery, lettering, installation of the District-owned 2-way radio system, installation of the District-owned video surveillance system, inspection, sticker, title, license, and all other fees.
5. Vendor will perform all oil, filter, and fluid changes and service as per manufacturer's recommendation. In addition, necessary tire and brake work/replacement is the responsibility of the vendor. The vendor will perform regular inspections (e.g. 99 point) per manufacturer's recommendation. In the event vendor is unable to meet this expectation, vendor agrees to reimburse district for costs of this nature incurred by district.
6. Necessary services and repairs may be performed by vendor mechanic or a mechanic approved by vendor at vendor's location (vendor responsible for transport of bus) or at the Genoa-Kingston bus barn, as communicated and agreed to by both parties.
7. Buses shall be route condition ready and available for delivery in July, 2019 (desired date for delivery would be July 1, 2019).
8. Mileage shall be quoted on the number of miles included per year with the per mile charge for overage. For vendor convenience, Genoa-Kingston generally estimates buses will travel approximately 14,000 miles per year.
9. Warranty shall be quoted as the manufacturer warranty plus any charge for additional warranty throughout the term of the lease (warranty details to be provided with proposal). The District will consider two (2) year leases on both new and one (1) year old buses and three (3) year leases on new buses only.

Please use the matrices below when quoting prices:

2 year lease		
71 Passenger Bus	Diesel	Mileage
New		
1 Year Old		

3 year lease		
71 Passenger Bus	Diesel	Mileage
New		

2 year lease		
Wheelchair Bus	Diesel	Mileage
New		
1 Year Old		

3 year lease		
Wheelchair Bus	Diesel	Mileage
New		

SECTION 4
NON-COLLUSION AFFIDAVIT

State of Illinois

SS:

DeKalb

COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price proposal by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such bidding.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Name

For

Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 2019.

My commission expires:

Signature:

Notary Public

CERTIFICATION

The Vendor hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either the proposal-rigging or proposal-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature

SECTION 5
PROJECT QUALIFICATION FORM

A responsible vendor is defined by meeting the following criteria and is able to submit evidence of such compliance. By signing this required form, the undersigned agrees that said vendor is responsible as defined below.

SEXUAL HARASSMENT

Each vendor certifies that he has complied with the requirement of 2-105 of the Illinois Human Rights Act (775 Ills5/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG-FREE WORKPLACE

The vendor or contractor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that he/she shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies the he/she is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

Vendors must assure that all persons employed by the vendor, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. Vendor must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

CONFLICT OF INTEREST

By signing below, vendor certifies that they are in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the District.

Signed:	Name (printed)
Title:	Company Name:
Address:	
Phone:	Date:

