Request for Quote

For

Vehicle

For

Raytown School District

Raytown Quality Schools

Raytown, Missouri

September 11, 2018
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Information:
Raytown Quality Schools is seeking quotes to purchase a Ford F-150 Lariat truck.

All submitted proposals should be labeled “Truck Proposal” on the outside of the envelope containing your company name and will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

School District:
Raytown C-2 School District
6608 Raytown Road
Raytown, Missouri 64133

District Contact:
Dr. Steve Shelton, Associate Superintendent of Operations
Raytown Quality Schools
6608 Raytown Road
Raytown, MO 64133
816-268-7000
816-268-7029 (FAX)
steve.shelton@raytownschools.org

Submit Sealed Proposal:
Dr. Steve Shelton, Associate Superintendent of Operations
Raytown School District
6608 Raytown Road
Raytown, MO 64133

Bid Opening Date: September 19, 2018 at 1pm

Sealed bids will be opened by Dr. Shelton at the deadline.
Overview

Proposals are now being solicited by the Raytown School District to purchase an F-150 Lariat truck in accordance with Raytown School District Board of Education Policy and Missouri State Statutes.

We are asking for Sealed Bids for an equivalent of the following:

New 2017, 2018, or 2019 Ford F-150 Lariat

Ford F-150 Lariat SuperCrew, 5-1/2’ Box, 5.0L V8 with Auto Start/Stop Technology Engine, Electronic Ten-Speed Automatic Transmission with Tow/Haul and Sport Mode, 4 x 4, 3.31 Non-Limited Slip Axle Ratio

There is no trade-in associated with this purchase.

Proposal Due Date and Time

In order to be considered, one (1) sealed copy of the proposal must be received by Raytown C-2 at 6608 Raytown Road, Raytown, MO 64133 by personal delivery or by U.S. Mail by the following date and time:

September 19, 2018 (1pm)

District Terms

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District’s decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.
The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

**Additional District Terms Specific to Vehicles**

1. Bids will be accepted for complete units and must be submitted by a factory-authorized dealer.

2. Bids will include delivery of the completed unit to the Raytown C-2 School District, Raytown, Missouri and be completely serviced before delivery. Units will be full of all fluids, completely cleaned inside and outside, all optional equipment installed and working properly.

3. The equipment proposed must meet or exceed all requirements set forth in the Federal Motor Vehicle Safety Standards established by the federal Department of Transportation. Complete certification must be available if requested.

4. Any and all exceptions to the specifications outlined herein must be noted and thoroughly explained in the bid proposal. The terms “No structural differences” or “We are equal to your specifications” will not be permitted. It will be the responsibility of the Board Of Education or their representatives to determine if a substitution to the specifications is considered “Equal to”. The bidder must provide, with any exceptions, detailed specifications so the Board Of Education can make the necessary comparisons to enable a proper decision. Failure to do so may result in rejection of your bid for non-compliance. These specifications must be returned with the bid proposal.

5. The Board Of Education reserves the right to reject any or all bids, to waive any and all technicalities and to award the contract to the best bidder.

**Payment and Retainage**

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District. **The District will likely make one payment.**
There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

Contact Person and Address for Submission of Proposals

Interested, qualified company and persons are invited to submit proposals to the following contact person and address:

Dr. Steve Shelton, Associate Superintendent of Operations

Raytown C-2 School District

6608 Raytown Road

Raytown, MO 64133

Telephone: 816-268-7000

Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The firm shall have responsibility for any damage incurred during transit.

The selected firm shall not increase pricing after submitting their bid.

If necessary, firm must be licensed with the necessary legal entities such as the State of Missouri, County of Jackson, and the City of Raytown to perform the above mentioned services.

Firm must be located within 25 miles of the Raytown School District.

Required Proposal Format and Content

1. Bid/Proposal/Qualification Submitted By
2. Quotes on all equipment items listed (See Quote Template)
3. Maintenance Plan
4. Warranty Information (including length of warranty)
1. Bid/Proposal/Qualification Submitted By

The last page of this document contains a form to be filled out and placed on the top of your bid package.

2. Quote Template

You may choose to use in-house documents as long as the following are noted:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base MSRP</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total of Options</td>
<td>$0.00</td>
</tr>
<tr>
<td>Destination Charges</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total MSRP</td>
<td>$0.00</td>
</tr>
<tr>
<td>Available Incentives</td>
<td>-$0.00</td>
</tr>
<tr>
<td>Net Price</td>
<td>$0.00</td>
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3. Maintenance Plan

Note the terms, conditions, and duration of the maintenance plan for the equipment. Failure to provide a maintenance plan will result in the rejection of the bid.

4. Warranty Information

Note the terms, conditions, and duration of the warranty for the equipment to be leased.

Requests for Information

The Scope of Work or need for additional data or information must be submitted in writing by email prior to proposal due date to: Dr. Steve Shelton, steve.shelton@raytowschools.org

Scope of Services

2017, 2018, or 2019 Ford F-150 Lariat

Model

Ford F-150 Lariat SuperCrew, 5-1/2' Box, 5.0L V8 with Auto Start/Stop Technology Engine, Electronic Ten-Speed Automatic Transmission with Tow/Haul and Sport Mode, 4 x 4, 3.31 Non-Limited Slip Axle Ratio

Paint

Shadow Black
Stone Gray
Packages

502A
Lariat Chrome Appearance Package
Equipment Group 502A Discount
Trailer Tow Package
Power Equipment Package

**Exterior**

Tailgate Step with Tailgate Lift Assist
Tonneau Pickup Box Cover – Hard
Bedliner – Spray-in
Rear Windows – Privacy Glass
Rear Windows – Power-Sliding with Privacy Tint and Defroster
Rear Windows – Defroster
Box Link
Remote Start System
BLIS (Blind Spot Information System) with Cross-Traffic Alert and Trailer Coverage
Reverse Sensing System
LED Side – Mirror Spotlights
LED Box Lighting
Sideview Power – Folding, Power Glass Mirrors with Heat, Turn Signal, Memory, Auto – Dimming Feature, High Intensity LED Security Approach Lamps
Two-tone Paint
Step Bars, Angular – Chrome
18-inch Chrome-Like PVD Wheels
3.31 Non-Limited Slip Axle Ratio
275/65R18 OWL All-Season/All-Terrain Tires

**Interior**

Black

Dual-zone Electronic Automatic Temperature Control (DEATC)

Floor Liner – Tray Style, Ebony

Flooring – Color-coordinated Carpet with Carpeted Matching Floor Mats

Second – Row Heated Seats

Pro Trailer Backup Assist

Heated Steering Wheel

Cruise Control

110-volt/400-watt Outlet

SYNC Connect

Rear View Camera with Dynamic Hitch Assist

B&O Play Premium Audio System

Sirius XM Radio

SYNC 3

Voice-Activated Touchscreen Navigation System with Sirius XM Traffic and Travel Link

Leather-Trimmed Heated and Ventilated Bucket Seats with Flow-Through Console with Floor Shifter

**Accessories**

Bed Hooks – Retractable by Bull Accessories

**Standard Features**

Should be Included

**Warranty**

3 year/36,000 Bumper / Bumper

5 year/60,000 Powertrain
5 year/60,000 Roadside Assist

Selection

The Raytown District will select the lowest, best bid according to Board Policy.