

INVITATION

The Barrow County School System (BCSS) is accepting Proposals from Automobile Dealerships qualified and capable in providing three (3) new vehicles: **2018 Ford Transit Vans**. This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, and timeline of events, submission procedures and selection criteria for award.

The Barrow County School System invites your Dealership to submit a Proposal. If you are interested in submitting a Proposal, please adhere to the ***General Instructions and Requirements*** as outlined in the enclosed **Request for Proposal**.

Suppliers shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS and DEADLINES** indicated in the attached documents and should govern themselves accordingly.

In accepting proposals, BCSS reserves the right to reject any and all proposals and to waive any requirements in order to take the action which it deems to be in the best interest of BCSS.

At the time and place established for receipt of the Proposals, BCSS will only release the names of the Automobile Dealers that have responded to this solicitation. No other information will be released until after BCSS's Evaluation Team has evaluated the Proposals submitted, and an award has been made and approved by BCSS Board of Education

We greatly appreciate your participation and look forward to reviewing your submission.

Greg Webb
Director of Maintenance
Barrow County School System

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REQUEST FOR PROPOSAL (RFP)

SECTION I - OVERVIEW

The Barrow County School System (BCSS) invites qualified dealerships herein after referred to as “Proposer” or “Supplier” to submit Proposals for the acquisition of three (3) **2018 Ford Transit Vans**.

This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, and timeline of events, submission procedures and selection criteria for award.

The Agency has fixed pricing budgets and all pricing proposed should remain fixed for the duration of this purchase. The agency aims to purchase durable, cost effective, fuel efficient vehicles at best value. Our goal is to employ best practices and cost effectiveness.

SECTION II - PROPOSAL (RFP) TIME LINE OF EVENTS

Scheduled Event	Timeline of Event
RFP Packet Issue Date:	Wednesday December 6, 2017
Prospective Contractor To Submit Questions: (To BCSS Regarding RFP)	Monday, December 11, 2017 by COB 5:00 p.m. EST
Deadline: BCSS Staff To Respond To Questions Received	Wednesday, December 13, 2017 by COB 5:00 p.m. EST
Deadline: Submission of RFP Response	Friday December 15, 2018 by 11:00 a.m. EST
Results Announced	Results presented at Tuesday January 09, 2018 Barrow BOE Work Session

SECTION III - GENERAL INSTRUCTIONS

A. Questions

Deadline for receipt of questions from prospective proposers: Monday, December 11, 2017 by COB 5:00 p.m. EST

Deadline to respond to questions received from prospective proposers: Wednesday, December 13, 2017 by COB 5:00 p.m. EST

All questions concerning the PROPOSAL specifications must be submitted in writing via email and or faxed to the following team member:

Greg Webb
Director of Maintenance
Barrow County School System
Office: 678/630-0833
Email: greg.webb@barrow.k12.ga.us
CC: ann.hall@barrow.k12.ga.us

B. Submittal Procedure

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or officer of the company submitting the Proposal that is authorized to enter into an agreement on behalf of the company. ***Proposals received unsigned will be deemed non-responsive and therefore, will not accepted.***

- **Emailed proposals must be received by Friday December 15, 2018 by 11:00 a.m. EST.** The original Proposal, signed in ink, two (2) additional photocopies and must be received in a ***SEALED ENVELOPE*** by **C.O.B. Tuesday December 19, 2017.**

and should be addressed and delivered to the attention of:

Barrow County School System
Maintenance Department
Attn: Greg Webb
179 W Athens Street
Winder, GA 30680

“PROPOSAL Acquisition of Three (3) BCSS Maintenance Vehicles”

DO NOT OPEN UNTIL Friday December 15, 2018 11:00 a.m. EST

SECTION IV – PROPOSAL STIPULATIONS AND REQUIREMENTS

READ THIS ENTIRE DOCUMENT CAREFULLY, FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND REQUIREMENTS.

A. Modification or Withdrawal of Proposals

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

B. Offer and Acceptance Period

All Proposals must be an irrevocable offer valid for ninety (90) days after the Proposal opening date.

C. Late Proposals

Any Proposal received after the stated deadline shall be deemed late and will not be considered.

D. Irregularities in Proposals

Except as otherwise stated in this Request for Proposal, evaluation of all Proposals will be based solely upon information contained in the Supplier's response to this Proposal. BCSS shall not be held responsible for errors, omissions or oversights in any Supplier's response to this Proposal. BCSS may waive technical irregularities, which do not alter the price or quality of the goods and or services.

BCSS shall have the right to reject Proposals containing a statement, representation, warranty or certification which is determined by BCSS and its counsel to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a Supplier to provide one or more of the required components or specified features or capabilities required by this Proposal does not, in and of itself, preclude acceptance by BCSS of the Proposal. All Proposals will be evaluated as a whole in the best interests of BCSS.

E. Oral Presentations

Any Supplier that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon BCSS's request.

F. Amendments to the Proposal

If it becomes necessary to revise any part of this Proposal package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Supplier via email.

G. Availability of the Proposal

After opening, each Proposal, except those portions for which a supplier has included a written request for confidentially (e.g., proprietary information), shall be open to public inspection.

H. Retention of Proposals

All Proposals considered by BCSS shall become the property of BCSS and shall not be returned.

I. Incurred Expenses

BCSS shall not be responsible for expenses incurred by a Supplier in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation of the Proposal.

J. Local Office

Not Applicable

K. Deviation Form

Each Proposal shall contain a Deviation Form, which states the perspective Supplier's commitment to the provisions of this Request for Proposal. An individual authorized to execute, and sign an agreement shall sign the Deviation form. Any exceptions taken to the terms and conditions identified in this Proposal Package must be expressly stated in the Deviation Form. **(See Attachment A)**

L. Pricing

Each Supplier shall provide responses to "Proposal Reply" page with their posted costs detailed as per the Cost Schedule template provided by BCSS.

M. Taxes

BCSS is a tax exempted agency.

N. Title Transfer

Title and Risk of Loss of goods shall not pass to BCSS until BCSS receives and takes possession of the goods at the point or points of delivery.

Delivery location: BCSS 645 Jefferson Highway Winder, GA 30680. The place of delivery will be indicated on the Purchase Order.

O. Warranties

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in this Request for Proposal (RFP).

P. Evaluation

Evaluation shall be used as a determinant as to which proposal items or items proposed or services are the most efficient and/or most economical for Barrow County School System. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. **Pricing is NOT the only criteria for making a recommendation.** Barrow County School System reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid/proposal.

Q. Award

Barrow County School System in its sole and absolute discretion shall have the right to make an award for purchase for any or all materials listed in each proposal, shall have the right to waive any formality or irregularity, to make awards to more than one offeror, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one supplier.

SECTION V - PROPOSAL CONTENTS

Title Page:

- Name of Supplier/Contractor, local address, telephone number, fax number, e-mail address and contact name.

Table of Contents:

All Proposals must include the following information:

- Clear identification of information by section and page.
- Proposed pricing detailed by quantity, unit of measure, complete item description, unit price, extended price.
- Identification of goods and or services to be provided (as applicable).
- A current "CERTIFICATE OF INSURANCE" must accompany all Proposals.
- A W-9 must accompany all Proposals.

Proposal:

- Supplier must supply proposed price schedule as per the enclosed template (See Proposal Reply Page)
- Supplier must provide vehicle availability.
- Must bear the **original signature** of a principal or authorized officer of the interested party.
- Submission must be legible (typed, written).
- Interested parties are encouraged to submit along with their Proposal any additional descriptive information about their services which they believe might be helpful.

- All Proposals must be submitted with one original and two (2) additional photocopies and mailed or delivered in a sealed envelope to the Barrow County School System. **Emailed Proposals will be accepted on Friday December 15, 2017 and counted as “On Time” but hard copies must be received before C.O.B. Tuesday December 19, 2017.**

Additional documents to be submitted:

- Deviation Form (Attachment C)
- Complete notice “Not to Participate” Form (Attachment D)
- **Signature Page:** Proposal will not be accepted if this page is not signed by an authorized representative

****PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS.***

SECTION VI – SPECIFICATIONS

Scope

The intent of this Request for Proposal (RFP) is to solicit proposals for three (3) new vehicles: 2018 Ford Transit Van.

Description

The supplier shall furnish, and deliver as required to BCSS located at 645 Jefferson Highway Winder, GA 30680, the vehicles as requested in this RFP. All vehicles must be complete as specified, current production, latest model and design available, delivered FOB destination, with approximately a full tank of fuel and crankcase full of proper grade of lubricating oil, and one operational manual for each vehicle upon delivery and all vehicles shall have a Georgia State inspection sticker, and must meet, or exceed, the following specifications herein:

1. Any vehicle listed on the price sheets of this RFP shall be furnished complete with all Original Equipment Manufacturer's (OEM) standard equipment and factory installed accessories as listed in the manufacturer's printed literature.
2. Vehicles shall be fully validated, certified and warranted to OEM levels.
3. All paint shall be selected from standard manufacturer's colors by the using department.
4. All spare tires shall include spare wheels and shall be appropriately mounted by the vendor unless otherwise instructed by the BCSS using departments. Spare tires shall be OEM. Full size spare tires shall be installed in each vehicle, if available, from the manufacturer.
5. All vehicles must have two (2) sets of keys and two (2) sets of remotes, and tailgates if applicable are OEM standard.
6. Information and pricing pertinent to extended warranties must be included.
7. Delivery Note: All equipped vehicle deliveries must be approved (dates, times and quantities) by, and coordinated through, the Maintenance Department at (770) 867 – 5711.
8. Local parts and services (maintenance/warranty) shall be available during normal working hours.

Three (3) 2018 Ford Transit Vans

1. **Base Vehicle Specifications:**

- E9Z
- Transmission, automatic
- 148" Wheelbase
- 3.7L Engine V6
- Vinyl Seats
- Front A/C
- Power
AM/FM
- 60/40 Side Doors

2. **Required Options:**

- Sliding Side Door
- 9000 lb GVWR
- Heavy Duty Alternator
220 AMP
- Dual Heavy Duty
Batteries
- Reverse Sensing
- Rear Door Glass
- Side Door Glass
- Rear Window Defogger
- Privacy Glass
- Trailer Tow w/ Wiring
- Trailer Brake Controller
- 12V – 110V Inverter
- Bulkhead w/ or w/out
door

3. **Optional Shelving** **Plumb/HVAC Storage** **Bin Package (A)**

- "Adrian Steel" product
#4318TL130
- Bins shall be furnished
and installed

4. **Optional Shelving** **General Storage Bin** **Package (B)**

- "Adrian Steel" product
#4317TL130
- Bins shall be furnished
and installed

SECTION VII - PROPOSAL EVALUATION CRITERIA

Not all evaluation factors are equal in importance and each factor is weighted in accordance with its importance to BCSS. Each item has been assessed a percentage upon which the final score will be determined. A total of 100% points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

A.	Cost	80%
B.	Warranty / Service	10%
D.	Availability	10%

SECTION VIII – REPLY PAGE

**ACQUISITION OF THREE (3) NEW AGENCY VEHICLES:
2018 Ford Transit Van**

Submitted by: _____

Name of Solicitation:

Acquisition of Three (3) BCSS Maintenance Work Vans: **2018 Ford Transit Van**

BOE Presentation of Proposed RFP Provider: **January 02, 2018**

Price per Vehicle

(1) Base Vehicle Specifications \$ _____

(2) Required Options \$ _____

Total Cost per Vehicle (1) & (2) \$ _____

(3) Optional Shelving “Plumb/HVAC (A)” \$ _____
 (per vehicle)

(4) Optional Shelving “General (B)” \$ _____
 (per vehicle)

Delivery Date if Providing:

Base Vehicle and Required Options only _____

Base Vehicle, Required Options &
Optional Shelving “Plumb/HVAC (A)” _____

Base Vehicle, Required Options &
Optional Shelving “General (B)” _____

SECTION IX - SIGNATURE PAGE

**ACQUISITION OF THREE (3) VEHICLES:
2018 Ford Transit Vans**

BARROW COUNTY SCHOOL SYSTEM IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO MAKE AN AWARD FOR PURCHASES FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO WAIVE ANY FORMALITY OR IRREGULARITY, TO MAKE AWARDS TO MORE THAN ONE OFFEROR, TO REJECT ANY AND ALL PROPOSALS, SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE SUPPLIER.

Authorized Signature

Dealership's Name

Typed or Printed Name

Number and Street

Title

City, State, Zip Code

() _____
Telephone Number

() _____
Fax Number

E-mail Address

Proposal Will Not Be Accepted
If This Page Is Not Signed By An Authorized Representative

SECTION X – ATTACHMENTS

A. Deviation Form

**B. W – 9 Request for Taxpayer Identification number
and Certification**

ATTACHMENT A

DEVIATION FORM

All deviations to this Solicitation must be noted on this sheet. In the absence of any entry on this Deviation Form, The Proposed assures the Buyer of their full compliance with the Specifications and Conditions.

THIS DEVIATION FORM MUST BE SIGNED BY EACH PROPOSER WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND SUBMITTED WITH THIS PROPOSAL.

	Or Page #	SPEC # Section # DEVIATION

Company Name
MAY BE REMOVED FROM THAT LISTING.

Authorized Signature

Date

ATTACHMENT B

**FORM W-9, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND
CERTIFICATION**

Form W-9, Pages 1 – 4

Attached

Supplier/Providers are to complete this form and submit with their response to this Request for Proposal documents. Go to attached link for W-9, if Proposal/Bid was emailed.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>