

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



RFB #1205
WILLIAMSON COUNTY SCHOOLS
Vehicles for Williamson County Schools
(For Various Departments)

Williamson County Schools, (WCS) is currently accepting **Electronic Request for Bids** from qualified vehicle dealers for the purchase of various vehicles for several WCS Departments. During the current Covid-19 Pandemic, WCS has changed the method of how sealed bid openings are conducted. Therefore, this RFB opening will be conducted electronically. This electronic format will continue to ensure that the sealed bid process is conducted while safeguarding the participants and avoiding physical & social contact. All electronic bids should be competitive, complete with all details and will remain secure and confidential until they are opened.

RFB submittals will be received electronically via email only. Each participating Vehicle Dealer shall complete the bid cover sheets and send their completed bid to the following WCS email addresses:

[Skip Decker](#) or [Joan Breeding](#)

Electronic Bids will be received until **2:30 p.m. on Wednesday, August 26, 2020** at which time they will be opened, printed, and read. After all bids have been received and opened, they will be read aloud during an **open zoom meeting** at 3:00 p.m. on Wednesday, August 26, 2020. Any participating dealer may log onto the Zoom meeting to hear the bid results. It is not mandatory that the participants attend the zoom meeting this is optional. The reason for the 30-minute time period between the bid submittal deadline and the zoom meeting is to give WCS staff time to open the emails, print, collate and have them ready to be read out loud. **To reiterate, any RFB submittals received after the 2:30 deadline will not be accepted.** The thirty-minute wait time before the zoom meeting is not a grace period. Once the electronic proposal is received the WCS Purchasing Dept. will document the time it was received.

Participants should be aware due to the nature of the internet and speed of which WCS has no control, bidders should avoid sending in a bid at exactly 2:30 pm. WCS will not be responsible for any RFB received after the cut-off deadline.

Bids will be accepted beginning the morning of Wednesday, August 26, 2020 starting at 10:00 a.m. and will be accepted up to the deadline of 2:30 p.m.

All electronic proposals will be kept secure & confidential and will not be shared with anyone until the after the electronic RFP process is completed and a bid tabulation is made available.

The First page of the submitted electronic submittal must be treated as the “outside envelope” of a typical sealed bid or proposal package. **THE FOLLOWING INFORMATION MUST BE PRINTED ON A BLANK SHEET OF PAPER THEN SCANNED, AND USED AS THE FIRST PAGE OF THE ELECTRONIC SEALED BID SUBMISSION**

Note: Vendors who fail to do this are subject to be rejected and may be discarded

- **WCS-RFB #1215 Vehicles for Various WCS Departments**
- Vehicle Dealer Company Name
- Date and time of proposal opening

Note: The following information must also be included with the electronic submission

- Signed and completed Iran Divestment Certificate
- Signed RFB proposal sheet

Williamson County Schools reserves the right to accept or reject bids, based upon the evidence (or determined by WCS Staff) before or after the bid opening, that a bidder is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice.

SECTION I – General Terms and Conditions

1. All bids are to be complete in every detail as required. Bids that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected. WCS reserves the right to waive any formalities to accept any bids as a whole, split bid, and /or accept any individual item or items within a bid or to reject any or all bids in the best interest of WCS.
2. WCS reserves the right to award to multiple vendors at its sole discretion. For this particular bid project, WCS intends to purchase approximately 10 vehicles, pursuant to the award(s) and based on current and future funding. These vehicles may be different makes or models...However, they must reasonably meet or exceed all the bid specifications herein. Award Purchases will be made depending on price and availability and may result in the purchases being made from the same or different vendors.
3. Bid is not limited or restricted to any specific manufacturer, brand name, model or make. The use of the name of a manufacturer or any special brand name, model or make in describing an item or the use of detailed descriptive specifications pertinent thereto, does not restrict bidders to that manufacturer or specific article or such detailed descriptive specifications. As previously stated this means or method is simply being used to indicate the character or quality of the article desired. All items bid however, must be of such character, quality and design as will serve the purpose for which it is intended to be used equally as well as that specified, and be equally suitable to the needs of Williamson County Schools.
4. When a vehicle is bid that differs on the make, model, or brand specified, the manufacturer’s name and catalogue reference, together with specifications must be given along with any additional information pertaining to that vehicle. This information must be clearly stated on the RFB coversheet in every instance to enable the Purchasing Agent to determine its suitability, or otherwise. Williamson County Schools reserves

the right, through the Purchasing Department to be the sole judge in such determinations.

5. This bid is ultimately subject to funding (as with all WCS Bid projects). WCS is a tax-exempt organization ...Although WCS is tax exempt – the Bidder(s) are responsible for (and bid cost must reflect) any / all sales and use tax for the vehicles, delivery and or equipment.
6. Quantities have been provided as approximations and may be estimates of potential purchases, not an initial purchase quantity. In addition, quantities provided are best estimates of anticipated orders; however, WCS cannot guarantee fulfillment of annual usage estimates. WCS reserves the right to increase or decrease amounts and / or quantities.
7. NOTE: Bids are to be valid for a minimum of 60 days or until awarded whichever comes first...Furthermore, WCS anticipates the purchase of possible – additional vehicles (from this bid project) in the near future, therefore, awarded bidders must hold their bid price for at least 10 months from the date of the bid opening.
8. Back orders are discouraged and bills for partial shipments are not acceptable.
9. Dealer or manufacturer incentives, cash allowances or rebates must be reflected / included in your bottom-line bid / price per vehicle. Any such promotional discounts must be filed and processed by the bidder not WCS.
10. If vehicle options listed have been unintentionally omitted that require future purchase, the awarded bidder should extend a comparable discount for such items. These items may be negotiated with the awarded bidder. WCS reserves the right to cancel any contract with a written notice within 30 days. The Williamson County Schools Purchasing Department must approve any change in offers to the original bid specifications.
11. The language of this RFB shall be binding unless mutually amended by WCS and the awarded bidder. Issuance of a WCS purchase order will be considered the award notice. The terms and conditions of this RFB and detailed purchase order shall constitute entire agreement.
12. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications.
13. All invoices must have an approved WCS purchase order number. WCS requires one itemized invoice per purchase order which shall be presented after WCS has received 100% complete delivery (of all vehicles on the purchase order) and to the satisfaction of the Purchasing Department.
14. Invoice must be reflective of original bid; WCS will not be responsible for “added expenses”. Bidders should submit the most competitive “all in” bid/cost. Prices must

include complete shipping/delivery costs to the WCS Central Office. The awarded bidder must provide full arrangements for delivery. No vehicle shall be delivered to any other address (than the Central Office) unless instructed to by the Purchasing Department.

15. It is the awarded vendor's responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements. The vendor must be prepared to substantiate compliance upon request by the Board's representative. In the event a bidder fails to perform, WCS reserves the right to begin negotiations with the "next best bidder" to complete the projects or services. In addition, the vendor may forfeit future business with WCS.
16. WCS will secure tags for the vehicles and the cost shall therefore be **excluded** from bid cost.
17. Vehicles must be delivered within the specified time frame as noted in this document in order to avoid liquidated damages. Failure to comply may result in liquidated damages beginning on the first day after the proposed delivery dates of \$150 per consecutive calendar day which will be deducted from the invoice until vehicles are successfully received.
18. DELIVERIES MUST BE SCHEDULED WITH THE WCS PURCHASING DEPARTMENT, (**NOT THE DEPARTMENT IT IS PURCHASED FOR**)...at least 5 days in advance of delivery. After delivery is made the awarded bidder must present a detailed, itemized, consolidated invoice. Upon delivery the certificate of origin for a vehicle, the original window sticker and the bill of sale with the current odometer reading should be presented to the WCS Purchasing Department. WCS Purchasing Department will coordinate vehicle inspection and invoice approval. Failure to follow these instructions will result in delay of payment.
19. Bids are to be complete in every detail as required. Bids that are incomplete contain irregularities or are not in accordance with the specifications may be rejected. WCS shall accept all bids that are submitted properly. However, WCS reserves the right to request clarifications or corrections to bids, - if needed.

Section II – Obligations

The terms and conditions of this document shall be part of the contract. Williamson County Schools reserves the right to negotiate other terms and conditions it deems appropriate and necessary.

1. **INDEMNIFICATION /HOLD HARMLESS:**

The awarded bidder shall indemnify, defend, save and hold harmless Williamson County Schools, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of, the agreement by Contractor, its subcontractors, suppliers, agents or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.

2. If you are submitting a bid for a vehicle that would take longer than the specified date it must be clearly marked on the bid sheet. In other words, if you feel your company

must take an exception to the bid completion date, you must give the reason for the delay, and explanation on why it is necessary and when you guarantee the vehicle will be delivered. WCS reserves the right to consider this when purchasing any vehicle on this bid, if it is in the best interest of Williamson County School District.

SCHEDULE OF AWARD & RELATED VALUES

- **Bid Opening shall be conducted via email at 2:30 pm on Wednesday, August 26, 2020.**
- A Zoom Meeting to read the bids out loud will begin at 3:00 pm on the same date as above.
- Instructions on how to join and participate in this zoom meeting will be send out to all interested bidders a few days before the bid opening.
- WCS will establish the low bidder(s) for most vehicles by or before Monday, August 31, 2020.
- **ALLOWABLE DELIVERY WINDOW – Unless otherwise agreed upon all vehicles must be 100 % delivered to WCS in an efficient and effective timeline which shall begin on Monday, January 11, 2021 through Friday, January 29, 2021. Note: If the Vehicles are not delivered by 2:00 pm Friday, January 29, 2021 then beginning on Saturday, January 30, 2021 liquidated damages of \$150.00 per consecutive calendar day shall begin and shall continue until vehicle is delivered and accepted as per the bid instructions. Liquidated damages shall be deducted from the awarded dealer’s invoice before final payment is made.**
- **NOTE: If you are bidding on a vehicle that will not be available for delivery within the dates listed above, you must mark an exception on the bid cover sheet and put the date you guarantee the vehicle to be delivered. If other bidders can meet the delivery dates, even if your price is lower it may be disqualified because it cannot be delivered in a timely manner.**
- **If your alternate delivery date is accepted, and you still deliver the vehicle late, then liquidated damages of \$200.00 will begin the next day after your stated delivery date and continue until it is delivered as stated above. Any item bid that does not include a delivery date may be automatically disqualified regardless of price.**

SPECIAL INSTRUCTIONS

- All Vehicles shall contain a Full tank of gas upon delivery to WCS
- No NEW vehicle will be accepted that has more than 200 miles on the odometer
- The original (MSRP) manufacturer’s window sticker must stay intact and must accompany the delivery papers or be affixed to the window inside each vehicle upon delivery...Failure to perform this delivery requirement may result in retainage of final payment and/or liquidated damages as explained above in this document.

SUBMITTING BIDS

This bid has several items, since the items vary in scope it is most likely that WCS will award to more than one vendor on a line item basis. When submitting a sealed bid all bidders are encouraged to bid on as many items as they would like but **it is not necessary to bid all items.**

Bidders are welcome to bid on one or more items and will not be penalized for only bidding on a single item. Mark any items that are not being bid as N/A on the bid cover sheet.

VEHICLE SPECIFICATIONS

- Vehicle Specifications are disclosed on the following pages.
- WCS has made every attempt to list pertinent information on these specifications.
- Since manufactures differ and similar vehicles that are different brands may have slightly different specifications on the GVWR, body, chassis, engine sizes etc...please note a reasonable variation of the specifications will be accepted if it is clearly marked on the bid cover sheet and does not vary more than a incremental amount.
- WCS has attempted to give bidders a range of options which are acceptable that can include many different makes and brands of vehicles in order that multiple bidders can meet the specifications.
- If your vehicle is similar to all the specifications but only has a slight difference that is outside the realm of these ranges, then please let us know. If this “out of range difference” is acceptable to WCS then an addendum will be issued to allow all other bidders, the same options when submitting a bid.

VEHICLE SPECIFICATIONS

All bids submitted must reasonably meet or exceed the desired minimum specifications listed below; however, selection process is not limited to options listed.

ITEM I (2) units

**NEW 2020-21 1-Ton Cab & Chassis Dual Rear Wheel Utility Truck With Service Body
With a GVWR of 13,000 – 14,000 lbs.**

- Preferred new 2020 or later model
- GVWR shall be a minimum of 13,000 lbs. or a maximum of 14,500 lbs.
- Minimum of 59" cab to axle (or larger) dual rear wheels
- V 8 or equivalent gasoline engine
- Heavy Duty alternator
- Automatic Transmission with locking rear differential
- Exterior Color / White
- Gray, Tan, Black or other coordinating vinyl seats
- Air conditioning
- Power windows
- Power locks with 2 sets of keyless remotes
- AM/FM radio
- Power Steering
- Power Brakes
- Vinyl Standard floor mats
- Outside mirrors suitable for towing
- Fuel fill kit must be included
- **Rear Back up camera installed**
- Engine oil cooler
- Transmission oil cooler
- Installed Class IV Receiver and Safety Chain Attaching Points
- Engine, transmission, power train and chassis must have **required** towing capacity of 6,800 lbs minimum

72" Service Body

Service Body shall be a canopy roof / hi-roof model, with an approximate 6" offset from the top of the exterior compartment portion of the service body. The rear of the service body shall be equipped with two swing open personnel doors with windows. Interior of the service body should be painted white. Interior height of the body shall be greater than 70" rear bumper configuration will include installation of a commercial heavy duty towing hitch – receiver. Unit shall be equipped with an electric brake device, including round 6 pin harness and connector.

- **Acceptable Service Bodies include: Omaha, Standard, Reading, Wil-ro, Knapheide**

ITEM II (2) Units

NEW 2020-21 - 1/2 Ton, Extended Cab 4 person seating capacity long bed Pick-Up
Acceptable type of Truck Brands for this vehicle include but are not limited to the following:

- | | |
|-------------------------------|-------------------------|
| a. Chevrolet Silverado | d. Ram Truck |
| b. GMC – Sierra | e. Nissan Titan |
| c. Ford F-150 | f. Toyota Tundra |

- Extended Cab 4-person seating - Rear Wheel Drive
- Long Box Bed
- Bed Liner Included
- GVWR of 4,500 lbs or greater
- Minimum 5.3 L V8 engine (gasoline) Or equal to similar type engine varies by brand
- Automatic transmission
- Minimum 355 HP at 5600 RPM
- Power Steering
- Power Brakes
- Power Windows
- Power Door Locks
- AM/FM
- Bluetooth Capability
- Remote Keyless entry with 2 sets of remotes
- White, Exterior Color
- Gray, Tan, Black or Brown interior (cloth or vinyl seats)
- Towing/Trailering Package (Factory Installed of Mfg. Approved vehicle)
- **Factory Installed Rear Back Up Camera**
- Standard Vinyl floor mats
- Power Mirrors

ITEM II - A (1) Unit

NEW 2020-21 - 1/2 Ton, Extended Cab 4 x 4 pick-up with long bed
(4 person seating capacity) long bed Pick-Up

Use Exact Same specifications as above but with 4 x 4 transmission

ITEM III (2) Units ¾ Ton Full Size Caro Van

New 2020 -21 Acceptable types of Brands include but are not limited to the following:

- | | |
|---------------|-------|
| • Chevrolet | • GMC |
| • Ford | • RAM |
| • Nissan 1500 | |

- Preferred new 2020-21 model year
- Minimum of a 4.8 Liter V8 or greater
- Automatic Transmission
- Factory installed towing package for ¾ ton van with towing capacity of 6,800 minimum
- Gasoline Engine
- Cargo space of minimum 230 cubic feet
- Exterior Color white
- Interior colors should be coordinating black, brown, tan vinyl seats.
- Cargo area should include vinyl wall panels (finished sides)
- Rear Passenger Side Window in door
- Rear Double Doors with Windows
- Air conditioning
- Power Windows
- Power Door Locks
- AM/FM Radio
- Bluetooth Capability
- Power Steering
- Power Brakes
- Cruise Control
- Seating capacity 2 standard front seats
- **Factory Installed back up camera**
- Remote keyless entry with 2 sets of remotes
- Vinyl floor mats
- Vinyl Cargo Mat
- Rear wheel drive
- Outside manual mirrors suitable for towing

ITEM III -A 1/2 Ton Full Size Caro Van

Use Same specifications as above but ½ ton size, engine, etc...

ITEM IV (1) SMALL (MINI) CARGO VAN

Acceptable Brands:

- **Ford Transit,**
- **Ram Pro-City Small Van**
- **Nissan NV 200**

New 2020 – 21 Smaller Cargo Van with Regular height roof

- Preferred new 2020 or newer model year
- Minimum of a 2.0 - 4 cylinder or greater
- Automatic Transmission
- Gasoline Engine
- Cargo space a minimum 150 cubic feet or similar
- Exterior Color white
- Interior colors should be coordinating grey, black, brown, or blue vinyl seats.
- Air conditioning
- Power Windows
- Power Door Locks
- AM/FM Radio
- Blue Tooth Capability
- Power Steering
- Power Brakes
- Cruise Control
- Seating capacity 2 standard front seats
- **Factory Installed back up camera**
- Remote keyless entry with 2 sets of remotes
- Vinyl floor mats
- Double doors in rear with fixed windows
- Outside mirrors suitable for towing

ITEM V (2) ¾ ton High Top CARGO Van

Acceptable Brands:

- **Ford Transit High Roof**
- **Ram ProMaster 2500 High Roof**
- Any other High Roof type van that is similar to those listed above

New 2020 – 21 Cargo Van with High Roof

- 136 inch wheelbase
- Preferred 2020 or newer model year
- Minimum of a 4.8 Liter V8 or greater
- Automatic Transmission
- Gasoline Engine
- Cargo space a minimum 300 cubic feet (or similar)
- Exterior Color white
- Interior colors should be coordinating grey, black, brown or blue vinyl seat
- Air conditioning
- Power Windows
- Power Door Locks
- AM/FM Radio
- Blue Tooth Capability
- Power Steering
- Power Brakes
- Cruise Control
- Seating capacity 2 standard front seats
- **Factory Installed back up camera**
- Remote keyless entry with 2 sets of remotes
- Vinyl floor mats
- Double doors in rear with windows
- Outside mirrors suitable for towing

BID COVER SHEET
Williamson County Schools
RFB # 1215
Vehicles for Various WCS Departments

This bid cover sheet form, must be attached as the first page of the submitted packet.

I, _____ (Print Name), _____

(Title), _____ (Signature), _____ (Date), verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth in this document... Again, by signing this document and submitting my bid in a sealed envelope to Williamson County Schools, I fully acknowledge, understand and accept the language contained within this RFB document.

Notice to Bidder – *If you find any of the language, terms, conditions or specifications unacceptable – then please do not submit a bid package for this project.*

Bidders Company Name: _____

Address: _____

Phone Number: _____ **Email:** _____

★ If the stated Proposed Delivery Date does not comply with the required delivery date window stated on RFB #1215 which is (no later than Friday, January 30, 2021) Then said bid submission will be ranked and weighted lower than other bids that do comply with the bid request. Award Ranking: Priority will be given to bidders who submit bids that comply with the stated delivery window which is between the dates of Monday, January 11, 2021 – Friday, January 30, 2021.

ITEM I 1 Ton Cab & Chassis Dual Rear Wheel Utility Truck with Service Body

Make / Brand: _____ **Model:** _____

Year: _____ **Warranty:** _____ **Service Body Brand** _____

Delivery Date: _____ **COST PER UNIT \$** _____

ITEM II ½ Ton Extended Cab Pick-Up - Long Bed Pick-Up

Make / Brand: _____ **Model:** _____

Year: _____ **Warranty:** _____

Delivery Date _____ **COST PER UNIT \$** _____

ITEM II – A ½ Ton Extended Cab Pick-Up 4 x 4 (same as above with 4x4)

Make / Brand: _____ **Model:** _____

Year: _____ **Warranty:** _____

Delivery Date _____ **COST PER UNIT \$** _____

RFB # 1215 Bid Cover Sheet
Page 2

NAME OF COMPANY _____ Date: _____

ITEM III 3/4 Ton Regular Cargo Van

Make / Brand: _____ Model: _____

Year: _____ Warranty: _____

Delivery Date _____ COST PER UNIT \$ _____

ITEM III – A 1/2 Ton Regular Cargo Van

Make / Brand: _____ Model: _____

Year: _____ Warranty: _____

Delivery Date _____ COST PER UNIT \$ _____

ITEM IV Small (Mini) Cargo Van

Make / Brand: _____ Model: _____

Year: _____ Warranty: _____

Delivery Date _____ COST PER UNIT \$ _____

ITEM V 3/4 Ton High Top Van

Make / Brand: _____ Model: _____

Year: _____ Warranty: _____

Delivery Date _____ COST PER UNIT \$ _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date