

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



**RFB # 1253**  
**WILLIAMSON COUNTY SCHOOLS**  
**District Vehicles**

Williamson County Schools (WCS) is currently accepting sealed bids from qualified dealers interested in bidding on utility and box trucks for the district. Bids must be submitted in a sealed bid envelope express mailed or hand delivered to the WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Skip Decker.

**Sealed bid envelopes will be received until 10:30 am on Wednesday, July 28, 2021** at which time they will be publicly opened. Faxed or Emailed bids will **not** be accepted. Any bids received after the specified opening time will **not** be accepted. In the event WCS must reschedule a bid opening date or time, the specifications obtained from the WCS Purchasing Department in the bid documents shall reflect the actual date and time. Once the sealed bid envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time it is received. The RFB opening will take place at the aforementioned address. Please mark sealed bids envelopes “**WCS - RFB #1253 – District Vehicles**”.

**THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED BID ENVELOPE**

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

- RFB #1253 District Vehicles
- Vehicle Dealer Company Name and Address
- Date and time of Bid opening

**Note: The following must be included inside the sealed bid envelope**

- Signed and completed Iran Divestment Certificate
- Signed and dated Bid Cover 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 3 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 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 could possibly purchase – additional vehicles (from this bid project) in the 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 PO with or without 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. **Because WCS does not know or have the ability to list every specification or exact descriptions when placing these items out for bid, the bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission. Bidder shall fully address the full intent and meaning of each aspect of the specifications or descriptions, and provide a vehicle that meets or exceeds the needs of WCS.**
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 vendor, contractor its subcontractors, suppliers, agents or employees or due to any negligent act or occurrence or any omission or commission of vendor, contractor, its subcontractors, suppliers, agents or employees.

2. **Due to the uncertain availability of micro-chips or other technical components 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. If the stated Proposed Delivery Date does not comply with the required delivery date window which is (no later than Tuesday, January 25, 2022) 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 delivery deadline. 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 a vendors alternate delivery date is accepted, and the vendor still delivers the vehicle later than their proposed bid date, then liquidated damages of \$150.00 will begin the next day after the vendors stated delivery date and continue until it is delivered as stated above.**

## **SCHEDULE OF AWARD & RELATED VALUES**

- **Bid Opening shall be conducted at 10:30 am on Wednesday, July 28, 2021.**
- WCS will establish the low bidder(s) for most vehicles by or before Friday, July 30, 2021 .
- **Liquated Damages - Unless otherwise agreed upon all vehicles must be 100 % delivered to WCS by or before Tuesday, January 25, 2022. Note:** If the Vehicles are not delivered by Tuesday, January 25, 2022, then beginning on Wednesday January 26, 2022 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.**

## 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...unless WCS has approved in advance and agreed to take a vehicle that has slightly over 200 miles for the purpose of receiving a discount or other justification at WCS discretion. This must be documented in writing and vendor must have pre-approval before the vehicle is delivered.
- 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 an 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 2021-22 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 (1) Units 2021-22 Isuzu, Hino - or other reasonably equivalent Box Truck Diesel Engine -14,500 up to 19,500 GVWR 16 Foot dry freight van body with a lift gate**

- GVWR of 14,500 lbs. or greater
- CDL Under CDL
- Axle Capacity Front minimum of 6830 lbs. Rear minimum of 8,400
- Automatic Transmission
- Power Steering
- Fuel Tank 30 gallon minimum
- Brakes dual circuit hydraulic system
- Exhaust Brake – butterfly type
- Alternator 110-amp battery dual 12v 750 CCA maintenance free
- Exhaust single horizontal
- Block heater – 120V
- 6” stainless steel mirrors
- Backup alarm
- Backup Camera
- 150 “ wheelbase
- **16 foot dry freight van body with lift gate**
- Referenced body is from Morgan Corp or equal to or better than
- Interior height approximately 96”
- Interior length approximately 191”
- Interior width approximately 92”
- Rear Door – roll up with approximate rear door opening 88” w x 91” h
- Side liner ½ plywood 24” high at top and bottom with (3) row .75 x 2.75 spacing slats evenly spaced between plywood (evenly spaced in relation to scuff liner)
- Floor 1 1/8 laminated hardwood with cross member on 16” centers
- Side and Front skin aluminum pre-painted white
- Front liner ½ plywood
- Interior LED dome light with switch in cab
- Air Conditioning
- Power Windows & Power locks
- AM/FM Radio
- Bluetooth Capability
- 2 single occupant fold down passenger seats
- Tires 215/85R 16E (10 ply) tubeless radial all season tread
- White, Exterior Color
- Gray, Tan, Black or Brown interior (cloth or vinyl seats)
- Towing/Trailer Package (Factory Installed or Mfg. Approved vehicle)
- **Lift Gate – Tuck Away style minimum of 80” x 50” 2,000 lb. capacity**

**ITEM III – ALTERNATE 2021-22 Isuzu, Hino - or another reasonably equivalent Box Truck Same Specifications as Above THAT ARE APPLICABLE TO A 20 FOOT BOX Diesel Engine - 14,500 up to 19,500 GVWR 20 Foot Dry Freight Van Body with same size “tuck away lift gate”**

**BID COVER SHEET**  
**Williamson County Schools**  
**RFB # 1253 District Vehicles**

*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. **Notice to Bidder** – *If you find any of the language, terms, conditions, or specifications unacceptable – then 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 #1253 which is (no later than Tuesday, January 25, 2022) 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 delivery deadline.

**ITEM I 2021 - 22 1 Ton Cab & Chassis Dual Rear Wheel Utility Truck with Service Body**

**Make / Brand:** \_\_\_\_\_ **Model or type:** \_\_\_\_\_

**Model Year:** \_\_\_\_\_ **Warranty:** \_\_\_\_\_ **Service Body Brand** \_\_\_\_\_

**Delivery on or before 1/25/22** Yes \_\_\_ No \_\_\_ *If no list delivery date* \_\_\_\_\_

**TOTAL COST PER UNIT \$** \_\_\_\_\_

**ITEM II Box Truck 2021-22 Isuzu, Hino - or similar reasonably equivalent Box Truck Diesel Engine - 14,500 up to 19,500 GVWR 16 - foot dry freight van body with a lift gate**

**Make / Brand:** \_\_\_\_\_ **Model or type:** \_\_\_\_\_

**Model Year:** \_\_\_\_\_ **GVWR** \_\_\_\_\_ **Warranty:** \_\_\_\_\_

**Box size** \_\_\_ **Feet** **Box Brand** \_\_\_\_\_

**Lift Gate Brand** \_\_\_\_\_ **Lift gate Size** \_\_\_\_\_

**Delivery on or before 1/25/22** Yes \_\_\_ No \_\_\_ *If no list delivery date* \_\_\_\_\_



TOTAL COST PER UNIT \$ \_\_\_\_\_

**BID COVER SHEET**  
**Williamson County Schools**  
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**ITEM III Box Truck ALTERNATE**

2021-22 Isuzu, Hino - *or similar reasonably equivalent Box Truck using the same specifications as above that may be* **APPLICABLE TO A 20 FOOT BOX Truck (instead of 16 ft.)**

Diesel Engine -14,500 minimum up to 19,500 GVWR **20 Foot dry freight van body with same size tuck away lift gate**

Make / Brand: \_\_\_\_\_ Model or type: \_\_\_\_\_

Model Year: \_\_\_\_\_ GVWR \_\_\_\_\_ Warranty: \_\_\_\_\_

BOX SIZE \_\_\_\_\_ Feet Box Brand \_\_\_\_\_

Lift Gate Brand \_\_\_\_\_ Lift gate Size \_\_\_\_\_

Delivery on or before 1/25/22 Yes \_\_\_ No \_\_\_ *If no list delivery date* \_\_\_\_\_

TOTAL COST PER UNIT \$ \_\_\_\_\_

**ADDITIONAL COMMENTS:**

## **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

