

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



**RFB # 1324**  
**WILLIAMSON COUNTY SCHOOLS**  
**District Vehicles**

Williamson County Schools (WCS) is currently accepting sealed bids from qualified dealers interested in bidding on utility trucks or various other vehicles 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 Friday, September 8, 2023** 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 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.

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

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

- RFB #1324 District Vehicles
- Name of Company
- 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
- Specifications or bid specs that bidder would like to include

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 8 vehicles of various types. All awards will be based on current 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.
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 the WCS Purchasing Agent 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 the vendor notes on the bid document. If the vehicle has not been delivered at the time specified, instead of liquidated damages, WCS will have the option to either accept the dealers adjusted delivery date or cancel the PO without any penalty to our organization. This will release WCS from the PO.**
18. DELIVERIES MUST BE SCHEDULED WITH THE WCS PURCHASING DEPARTMENT, (not the department the vehicle is purchased for.)...at least 48 hours 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, WCS is requesting the bidders put the anticipated delivery date of the bid document.** In other words, the dealer will be providing the completion date. This will protect dealers from LD's and will give WCS the option to extend the dates for a longer period or cancel the PO with no penalty. WCS reserves the right to consider dates as well as price when purchasing any vehicle on this bid. If a delivery date is sooner than a competitor but slightly higher WCS may choose the faster delivery if it is in the best interest of Williamson County School District.

## SCHEDULE OF AWARD & RELATED VALUES

- **Bid Opening shall be conducted at 10:30 am on Friday, September 8, 2023**
- WCS will establish the low bidder(s) for most vehicles by or before Tuesday, Sept 12, 2023.
- After WCS issues an intent to award the PO will be issued by approximately 9/25/23.
- **Dealer Delivery Dates...**The delivery date for the awarded item should be clearly marked on the bid sheet submitted by the dealer. If the bid is awarded to a dealer that date should be honored. However, if the vehicle is not delivered to WCS by the stated delivery date WCS may apply one of the following 3 options listed below:
  - Wait until the vehicle is delivered (if Dealer had a reasonable ETA date) with no penalty
  - Cancel the PO due to lack of delivery....Note: Cancellations will be considered as a last resort. However, WCS shall not be penalized or responsible for any vehicle cancelled due to a delay in production, lack of materials, manufacturer issues or dealer delays. WCS will not pay any restocking fee or other fee related to the order.
  - WCS may allow dealers to issue a new delivery date. If vehicle is not delivered by this date, WCS may begin to apply Liquidated Damages of \$100 per consecutive day until vehicle is delivered. LD's will be deducted from the dealer's invoice.

## 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.

## 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 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.

## VEHICLE SPECIFICATIONS

### ITEM I (1) unit

**NEW 2023-24 ¾ Ton Crew Cab, 2-wheel drive, pick-up truck with long bed.  
Bed will include a service body with ladder racks as pictured.**

**With a GVWR of 13,000 – 14,500 lbs.**

Preferred new 2023 or later model

- GVWR shall be a minimum of 13,000 lbs. or a maximum of 14,500 lbs.
- Gasoline engine V-8 or similar
- Bed shall have locking utility box (with ladder racks) see illustration below
- Automatic Transmission with locking rear differential
- Exterior Color / White is preferred, however gray, black, tan or silver will be accepted.
- Gray, Tan, Black or other coordinating vinyl seats
- Air conditioning
- Power windows
- Power locks with 2 sets of remotes
- AM/FM radio Bluetooth capable
- Power Steering
- Power Brakes
- Vinyl Standard floor coverings
- Outside mirrors suitable for towing
- Rear Back up camera installed
- Towing/Trailer Package (Factory Installed of Mfg. Approved vehicle)
- Engine, transmission, power train and chassis must have **required** towing capacity of 6,800 lbs. minimum

### **Service Body**

Service Body shall be an aluminum body with locking compartments and ladder racks similar to the one pictured.

**Acceptable Service Bodies include:**

*Omaha, Standard, Reading, Wil-ro, Knapheide or similar. Service Body should be galvanized steel construction, powder coated white stainless steel handles nitrogen gas struts, LED dome light, galvanized steel shelf, bins and storage behind the side access doors.*

**ITEM II (2) units NEW 2023 or 2024 – 3/4 Ton, Regular Single Cab long bed  
Pick-Up with utility boxes and ladder racks**

- Regular Cab - Rear Wheel Drive
- 8 foot Long Bed with service body and ladder racks
- GVWR of 4,500 lbs or greater
- Minimum V8 engine (gasoline) Or equal to similar type engine varies by brand
- Automatic transmission
- Minimum 380 HP at 5600 RPM
- Power Steering
- Power Brakes
- Power Windows
- Power Door Locks with 2 remotes
- AM-FM
- Bluetooth Capability
- Exterior Color / White is preferred, however gray, black, tan or silver will be accepted
- Interior Color/ Gray, Tan, Black or Brown interior cloth or vinyl seats
- Towing/Trailer Package (Factory Installed of Mfg. Approved vehicle)
- Factory Installed Rear Back Up Camera
- Standard Vinyl flooring
- Power Mirrors
- Service Body and Ladder Racks

**Service Body**

Service Body shall be an aluminum body with locking compartments and ladder racks similar to the one pictured. **Acceptable Service Bodies include:**

*Omaha, Standard, Reading, Wil-ro, Knapheide or similar.*

**Item III (1) Units NEW 2023-24 1/2 Ton, Crew Cab short bed Pick-Up**

- Crew Cab - Rear Wheel Drive
- Short Bed
- 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 with 2 sets of remotes
- AM-FM
- Bluetooth Capability
- Exterior Color / White is preferred, however gray, black, tan or silver will be accepted
- Interior Color/ Gray, Tan, Black or Brown interior cloth or vinyl seats
- Towing/Trailer Package (Factory Installed of Mfg. Approved vehicle)
- Factory Installed Rear Back Up Camera
- Standard Vinyl flooring
- Outside manual mirrors suitable for towing

**ITEM IV (2) Units New 2023-24 1/2 Ton Full Size Cargo Van or reasonable alternative**

- Minimum of a 4.8 Liter V 8 or greater
- Automatic Transmission
- Factory installed towing package
- Gasoline Engine rear wheel drive
- Cargo space of minimum 230 cubic feet
- Exterior Color / White is preferred, however gray, black, tan or silver will be accepted
- Interior colors should be coordinating black, brown, tan vinyl seats.
- Cargo area should include wall panels (finished sides)
- Rear Passenger Side Window in door Rear Double Doors with Windows
- Air conditioning
- Power Windows
- Power Door Locks with 2 remotes
- AM/FM Radio
- Bluetooth Capability
- Power Steering
- Power Brakes
- Cruise Control
- Seating capacity 2 standard front seats
- Factory Installed back up camera
- Vinyl flooring
- Outside manual mirrors suitable for towing



**Item V** (1) Unit **NEW 2023 or 2024** or later model year –

**Mini Pro-master Type Van Or a reasonable alternative.**

- 2-wheel drive
- Minimum 2.4 liter engine (gasoline) Or equal to similar type engine varies by brand
- Automatic transmission
- Approximately 308 HP
- Power Steering
- Power Brakes
- Power Windows
- Power Door Locks with 2 sets of keys
- AM-FM
- Bluetooth Capability
- Exterior Color / White is preferred, however gray, black, tan or silver will be accepted
- Gray, Tan, Black or Brown interior (cloth or vinyl seats)
- Towing/Trailer Package (Factory Installed or Mfg. Approved vehicle)
- Factory Installed Rear Back Up Camera
- Standard Vinyl flooring or available material
- Power Mirrors

**ITEM IV** (1) Unit **New 2023-24 Full Size SUV Example: Chevy Tahoe / Ford Expedition or similar**

- New 2023-24 or newer model year
- Minimum of a 4.8 Liter V 8 or greater
- Automatic Transmission
- Gasoline Engine
- Exterior Color / White is preferred, however gray, black, tan or silver will be accepted
- Interior colors should be coordinating black, brown, cloth seats.
- Air conditioning
- Power Windows
- Power Door Locks with 2 sets of keys
- AM/FM Radio Bluetooth Capability
- Power Windows
- Power Steering
- Power Brakes
- Cruise Control
- Factory Installed back up camera
- Rear wheel drive

**BID COVER SHEET**  
**Williamson County Schools**  
**RFB # 1324 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.*

**Any variations, alternative vehicles or exceptions to the bid specs, delivery dates, etc... must be clearly listed on the bid cover sheet. WCS reserves the right to either except or reject any deviations whichever is in the best interest of the district.**

**Bidders Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ITEM I ¾ Ton Crew Cab 2 wheel drive, full size, pick-up truck, with long bed. Bed will include a service body with ladder racks as pictured in the specs. (1 unit needed)**

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

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

**Delivery date Vendor expects this vehicle to be delivered;** \_\_\_\_\_

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

**RFB # 1324  
District Vehicles  
Bid Cover Page 2**

Name of Company \_\_\_\_\_ Date \_\_\_\_\_

**ITEM II** ¾ Ton Regular Cab, Full size long bed Pick-up with utility service body including ladder racks.  
(2 units needed)

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

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

Service Body Brand \_\_\_\_\_ includes ladder racks \_\_\_\_\_

Delivery date vendor expects the vehicle to be delivered \_\_\_\_\_

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

**ITEM III** ½ Ton Full, Crew Cab, Short Bed pick-up truck (1 unit needed)

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

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

Delivery date Vendor expects this vehicle to be delivered; \_\_\_\_\_

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

**ITEM IV** ½ Ton full Size Cargo Van (2 units needed)

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

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

Delivery date Vendor expects this vehicle to be delivered; \_\_\_\_\_

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

**RFB # 1324  
District Vehicles  
Bid Cover Page 3**

Name of Company \_\_\_\_\_ Date \_\_\_\_\_

**ITEM V Mini / Smaller Pro Master City Type Van or similar model (1 units needed)**

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

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

**Delivery date Vendor expects this vehicle to be delivered;** \_\_\_\_\_

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

**ITEM VI Chevy Tahoe, Ford Expedition or similar rear wheel drive vehicle (1 unit needed)**

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

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

**Delivery date Vendor expects this vehicle to be delivered;** \_\_\_\_\_

**TOTAL 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\_\_\_\_\_