

Waterford School District

INVITATION TO BID

April 5, 2023

The Waterford School District will accept sealed bids for **2023 Leased Buses** as described in the attached specifications.

Waterford School District has partnered with BidNet as part of the MITN Purchasing Group to post bid opportunities to this site. As a vendor, you can register with the MITN Purchasing Group and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Waterford School District has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies throughout Michigan.

Waterford School District looks forward to providing you with more bid information and simplifying the entire bid, proposal, and quote processes for everyone involved. We appreciate your cooperation and welcome your participation. If you need help registering, please call the MITN Purchasing Group support department toll free 1-800-835-4603, option #2.

Bids are to be submitted no later than **2:00 PM Friday, April 21, 2023**. Late bids will not be considered. Bids will be publicly opened immediately following the close of receiving bids. No oral, e-mail, telephonic or telegraphic, or mailed proposals shall be considered.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part; or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

The contents of the Bid Specification and Bidder's Response shall be incorporated into the contract, if a contract ensues.

In compliance with MCL 380.1267, a sworn and notarized statement disclosing any familial relationships that exist between the owner, or any employee of the bidder, and any member of the Waterford School District's Board or the Superintendent must be included with the bid. Bids without a sworn and notarized disclosure statement will not be accepted.

All bids shall be firm for at least sixty (60) days from the date of opening of bids. Length of time required for completion shall be specified in the bid. All bids submitted must meet or exceed all specifications herein.

Bids are to be submitted on our Bid Proposal Form, signed by the bidder and submitted electronically on MITN. **Re: Bid – WSD-Trans-Apr2023 Leased Buses**
Any questions should be referred to Darald Shrider, Mechanic Coordinator at 248.674.2692.

INSTRUCTIONS TO BIDDERS**GENERAL CONDITIONS:**1. Proposal/Intent

Furnish buses according to the attached specifications.

The District is intending to **lease** for a thirty-six (36) month period:

Six (6) – 54 passenger orthopedic lift school bus per indicated specifications.
Buses to be Diesel.

It is the intent of the District to award this bid to one vendor; however, the District reserves the right to award different vendors for each type of vehicle (general education bus, special education bus, and special education bus with wheel chair lifts).

Manufacturers' numbers are shown for convenience in identifying items. Manufacturers' description constitutes requirements for each such item or component.

Use of Manufacturers' numbers and other requirements set forth in Specifications are not intended to preclude use of any other approved manufacturer's products or procedures which may be equivalent, solely as determined by the District, but are given for the purpose of establishing standards for design, function and quality of materials, construction and workmanship.

2. Types of Proposals

Unit pricing by bus type per specifications. The vendor should include with their bid a list of all options on the bus, for each type, with the option's price. The total of this list should equal the unit price in the Bid Form.

3. Receipt of Bids

Bids will be received and opened electronically on MITN at **2:00 PM on Friday, April 21, 2023**. Late bids will not be accepted. No oral, e-mail, telephonic or telegraphic, or mailed proposals shall be considered.

4. Bidders' Qualifications

Bidders and lease providers shall be able to demonstrate the following:

Shall be a reputable, recognized organization with at least five (5) years successful experience on work of this type and scope, of equal or better quality than this project.

5. Warranty/ Repair Facilities

The District requests a "Bumper to Bumper" warranty for the life of the lease. The vendor warrants that all labor and equipment provided on each bus, whether installed initially or under subsequent Purchase Orders, shall be newly manufactured equipment or assembled from newly manufactured parts. The

vendor further warrants that each bus will be free from defects in workmanship and material in accordance with the manufacturer’s standard warranty from the date of delivery.

Vendor shall include with the bid the warranty materials of all engine and body warranties included in the bid, in hard copy and on disk. For the items bid, each vendor shall include pricing and documentation of what warranties are offered and what they cover.

All vendors must have an inside repair facility within the boundaries of the State of Michigan.

6. Lease Terms

Leases shall be municipal leases of thirty-six (36) months with unlimited mileage option. Submitted bids shall include lease-end purchase option for the school district.

7. Delivery

DELIVERY MUST BE RECEIVED BETWEEN JULY 1ST AND 13TH 2024, AND NOT BEFORE JULY 1ST. CURRENT LEASES EXPIRE JUNE 30TH 2024, AND NEW LEASES MUST BE IN THE 2024-2025 SCHOOL YEAR BUDGET.

Indicate delivery date on the Bid Response Form.

Bus prices must be Freight on Board (FOB) the District.

Buses will be inspected and approved by WSD Transportation Services personnel prior to acceptance and approval for payment.

8. Taxes

The District is exempt from all State and Federal taxes. An exemption certificate will be provided upon request. Do not include any taxes in the bid prices.

9. Submittal of Bid

Before submitting a bid, bidders shall carefully read all of the specifications in order to avoid omission or duplications. No claims for additional compensation will be considered or paid to the successful bidder, due to said successful bidder’s failure to be so informed.

10. Familial Relationship

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the school district. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

11. Certificate of Compliance Iran Sanctions

The authorized officer of the company hereby certifies, represents, and warrants that anyone within the company is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act Michigan Public Act No. 517 of 2012.

12. Withdrawal of Bids

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids. No proposals may be withdrawn for at least sixty (60) days after the scheduled closing time of the bid.

13. Firm Prices

Prices and notations must be typed or in ink. No erasures are permitted. Mistakes may be crossed out and corrections entered and initialed, in ink, by the person signing the proposal.

In the event of discrepancy between the unit price and the extension, the UNIT PRICE SHALL GOVERN. The price inserted must be net including all freight, discounts, rebates, and allowances.

14. General Conditions

The District reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept a proposal which, in the District's opinion, is in the District's best interest.

Negligence in preparation, improper preparation, errors in, or omissions from, proposal shall not relieve a bidder from fulfillment of any and all obligations and requirements of the proposed Contract Documents.

No responsibility shall attach to the District, or the authorized representatives of the District, for the premature opening of any proposal, which is not properly addressed and identified.

The Contract Documents, as outlined in the executed Agreement, shall imply the inclusion of the entire agreement between the parties thereto, and the Contractor shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent or employee of the District or by any other person.

15. Opening and Awarding of Bids

Bids will be opened electronically on MITN at **2:00 PM Friday, April 21, 2023**. The tally sheet of the bidders' responses will be available online at MITN approximately seven days after the opening of the bid.

It is anticipated that a recommendation for award, if necessary, will be submitted to the Board of Education at the regular Board of Education Meeting to be held on May 18, 2023.

BID PROPOSAL FORM

The undersigned certifies that the bid contained meets or exceeds the attached specifications

Backup, detailing all the options, with the price of each option, for each bus type bid must be included with bid documents.

BASE BID:

Bus Type	Estimated Delivery Date	Annual Per Unit Lease Unlimited Miles (Specified)	Annual Per Unit Lease 12,000 Miles	Stock Vehicle
54 Pass Orthopedic Lift Bus – Diesel				

Did you include your warranty information? Yes No
 Familial Relationship affidavit included? Yes No
 Iran Economic Sanctions Act affidavit included? Yes No
 Certificate of Compliance included? Yes No

At least 3 references with contact person:

Company: _____ Contact: _____ Phone: _____
 Company: _____ Contact: _____ Phone: _____
 Company: _____ Contact: _____ Phone: _____

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME (please print): _____

TITLE: _____ **DATE:** _____

PHONE #: _____ **FAX #:** _____

E-MAIL: _____

BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Waterford School District School Board or the Waterford School District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Waterford School District School Board are: Patrick Donohue, Joan Sutherland, John Paul Torres, Julie Josselyn, Robert Petrusha, Jr., Michael Ristich and Kristen Wagner.

The Waterford School District Superintendent is: Scott A. Lindberg

The Following are the familial relationships:

There are none.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The undersigned, authorized representative of bidder (insert name) _____
does hereby acknowledge that bidder has read the foregoing disclosure statement and the
statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, Michigan

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Waterford School District’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Waterford School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Waterford School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date