



BRENTWOOD Public Schools

1201 Hanley Industrial Court Brentwood, Missouri 63144
p 314-962-4507 f 314-962-7302 www.brentwoodmoschools.org

Brentwood School District Request for Proposal For New 2023 F-350 4x4

November 8, 2022

Letter of Intent Due: November 10, 2022

Questions/Requests for Clarification Due: November 10, 2022

Proposal Due: November 11, 2022, 2:00 PM

Brentwood School District Request for Proposal (RFP)

New 2023 F-350 4x4

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (314) 962-7302

Acknowledgement due date is **November 10, 2022**.

Provider Name: _____ Contact Name: _____

Address (include City, State, Zip): _____

Phone: _____ Fax: _____ Email: _____

Dates:		Brentwood School District Contact Information Matthew Norrid Chief Financial Officer Brentwood School District Central Office Department 1201 Hanley Industrial Court Brentwood, MO 63144 Phone: (314) 962-4507 Fax: (314) 962-7302 mnorrid@brentwoodmoschools.org
Issued	November 8, 2022	
Deadline for Questions	November 10, 2022	
Responses to the Questions	November 10, 2022	
Proposal Due Date	November 11, 2022	
Award of Contract	After November 14, 2022	
Board Meeting: All vendors who respond to the RFP will receive a notification letter by email within one week after the Board meeting.		

Terms

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope with company name and proposal description and marked **New 2023 F-350 4x4. Faxes are not acceptable.**
- All proposals must be signed by an authorized representative of the company.
- The District reserves the right to reject all proposals.
- Brentwood School District is tax exempt.
- The District has the right to accept or deny any proposal considered to be incomplete during the assessment of Dealer/bidders.
- All questions must be sent according to Section V,B **“Questions Regarding the Request for Proposal.”**

Deliver Sealed Proposals to:

Brentwood School District
New 2023 F-350 4x4
Central Office
1201 Hanley Industrial Court
Brentwood, MO 63144

Contact:

Matthew Norrid
Chief Financial Officer
(314) 962-4507
(314) 962-7302
mnorrid@brentwoodmoschools.org

I. Introduction

The Brentwood School District (“District”) is soliciting bids from qualified vendors to provide a New 2023 F-350 4x4 (“RFP”). Full specification for this purchase is outlined in Section III of this RFP (“Specifications”). The District will evaluate submissions of all qualified bidders responding to this RFP (individually, “Dealer”) under the evaluation criteria in this RFP. This purchase is to be tax exempt and is to be paid after receipt net 30 days.

II. Background of the District

The District is a diverse, public school district located in St. Louis County in Missouri. The District covers approximately 2 square miles, serves approximately 800 students and employs approximately 200 staff. The District has 5 school facilities, including 2 elementary schools, 1 middle school, 1 high school, and 1 specialty campus.

The governing body of the District is a seven-member Board of Education. The Administration of the District is headed by the Superintendent of Schools.

III. Selection Criteria

The prospective dealer(s) will be evaluated, based in part on the following criteria:

1. Dealer’s ability to provide delivery of the vehicle(s) in a timely manner (see Exhibit A)
2. Thoroughness and conformity of proposal package and quality of vehicle(s)
3. Overall cost of the proposal to the District, and the ability of the proposal to fulfill the District’s needs.
4. Extent of manufacturer and/or dealer warranties

IV. Instructions, Conditions and Legal Requirements

- A. Proposal to this RFP must include all completed documentation outlined in Section IX 1-8 and Exhibit A.
- B. Provide pricing on all requirements as outlined in Exhibit "A." If there are discrepancies between unit prices and extension, the District reserves the right to clarify pricing with the affected dealers. (Additionally, if a proposal is above basic requirements to provide enhanced capabilities, please state these enhancements in the proposal.)
- C. Dealer agrees that failure on its part to list all cost components related to the purchase will not be accepted by the District as an acceptable justification to re-quote the proposal. Dealer acknowledges that the original proposal and costs provided stand. **However, dealer has the option of withdrawing a proposal at any time until a final contract is executed.**
- D. The District reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
- E. Delivery schedules shall be part of the consideration. Time of delivery must be stated in definite terms and must be met. If time varies on specific items proposed, the dealer shall state the specific schedule to those items in the proposal sheet (Exhibit A). Once a Dealer has been selected for award, the District reserves the right to renegotiate delivery terms based upon changing situations.
- F. The Brentwood School District has outlined the requirements herein in as much detail as is currently known. Provide exceptions, additional information, or suggestions that will aid in the District's selection process (**attachments are acceptable**).
- G. Dealer shall provide within the proposal the price for the most up to date, high quality and state of the art vehicle as outlined in Exhibit "A."
- H. Exhibit "A" must be signed by an authorized representative of the Dealer. An original signature must be included along with the original submission.
- I. The District reserves the right to negotiate terms and scope of work in the highest ranked Dealer. If an agreement cannot be negotiated, the District reserves the right to negotiate with the next highest ranked dealer.
- J. A final contract will be awarded to the most competitively priced and qualified proposal.

Although price is of prime consideration, it is not the sole determining factor. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price; vehicle performance; previous experience and payment; compatibility; as required; other costs; and other objective and accountable factors which are reasonable.

- K. The Dealer shall defend, indemnify, and hold harmless the Brentwood School District, its officers, agents, volunteers, and employees from any and all causes or actions or claims of damages arising out of or related to the dealer's performance under this contract.
- L. The Dealer shall be excused from performance hereunder during the time and the extent that he/she is prevented from obtaining, delivering, or performing in the customary manner, by acts of God, fire, war, strike and loss or shortage of transportation facilities. Dealer shall provide the District satisfactory evidence that non-performance is due to other than fault or negligence on the dealer's part.

IV. Instructions, Conditions and Legal Requirements (concluded)

M. Any evidence of agreement or collusion among dealers acting to illegally restrain freedom of compensation by agreement to propose a fixed price, or otherwise, will render the proposal of such Dealer's void.

N. Dealer shall include a statement that Dealer has read and understands the instructions in this RFP, and that Dealer can provide the services specified in this RFP.

O. References

1. **Number of References** – Dealer shall submit three (3) client references, preferred.
2. **Type of References** – References from school districts or other governmental entities are preferred.
3. **Content of References** – References must include the following information: name of the entity, address of the entity, telephone number of the entity, and the individual at the entity to be contacted.

P. Conflicts of Interest

Relationships with Members of the Board of Education and Administration – Dealer shall state any professional, business, or familial relationship that Dealer as an entity or principals of Dealer has or have with any current member of the Board of Education of the District, or with any administrator of the District.

V. Submission of Responses

A. Pre-Submission of Responses

1. **Letter of Interest** - Providers may submit a completed letter of interest expressing the Dealer's interest in submitting a proposal. Failure to submit a letter of interest does not disqualify a vendor from submitting a proposal. Submission is due **November 10, 2022** by 2:00 PM.

a. **Principal Contact Person** – The letter must identify the Principal Contact Person at the provider with respect to the RFP, and provide contact information, including e-mail address, for the principal contact person.

b. **Mode of Submitting Letter of Interest** – Interested providers may submit the Letter of Interest by United States Mail or as a pdf document attached to an email.

c. **To Whom to Address the Letter of Interest** – The Letter of Interest should be addressed to:

Matthew Norrid
Chief Financial Officer
Brentwood School District
New 2023 F-350 4x4
1201 Hanley Industrial Court
Brentwood, MO 63144
mnorrid@brentwoodmoschools.org

V. Submission of Responses (concluded)

B. Questions Regarding the Request for Proposal

1. **Questions/Requests for Clarification** – Questions/Requests for clarification regarding the proposal will be accepted up until 2:00 PM, November 10, 2022.
2. **To Whom to Address Questions** – Questions/Requests for clarification regarding the proposal should be addressed to:

Matthew Norrid
Chief Financial Officer
Brentwood School District
New 2023 F-350 4x4
1201 Hanley Industrial Court
Brentwood, MO 63144
mnorrid@brentwoodmoschools.org

3. **Mode of Asking Questions/Requests for Clarification** – Questions/Requests for clarification may be submitted by United States Mail or email.
4. **Responses to Questions/Requests for Clarification** – Inquiries and Responses to Questions/Requests for Clarification will be sent by email to the Principal Contact Person identified in “To Whom to Address the Letter of Interest,” of all providers that have expressed an interest in submitting a proposal.

C. Submission Requirements

1. **Date and Time Proposal Is Due** – The Proposal must be submitted not later than 2:00 PM, on November 11, 2022.
2. **Location of Submission** – Proposal shall be submitted to:

Matthew Norrid
Chief Financial Officer
Brentwood School District
New 2023 F-350 4x4
1201 Hanley Industrial Court
Brentwood, MO 63144

3. **Identification of Submission** – The Proposal shall be enclosed in a sealed envelope labeled: **NEW 2023 F-350 4X4**.
4. **Form of the Submission** – The District will accept hard copies of the Proposal, **only**. Electronic or facsimile copies **will not be accepted**.
5. **Number of Copies** – The Submission shall include one (1) original and four (4) copies of the Proposal.
6. **Contents** – The Proposal must include all of the information required by the **Appendix “A”**.
7. **Modification of Proposal** – Dealer may modify its Proposal up to the time that proposals are due.

V. Submission of Responses (concluded)

C. Submission Requirements (concluded)

8. **Withdrawal of Proposal** – Dealer may withdraw its Proposal up to one hour before the Proposals are to be opened. **“Openings of Proposals.”**
9. **Opening of Proposals** – The District shall open the Proposals in public on November 11, 2022 at 2:00 PM in the Central Office of the District.

VI. Awarding of Contract

The Board of Education will consider the recommendations of the selection committee and will award the contract for New 2023 F-350 4x4 to the provider or providers which, in the sole discretion of the Board of Education, offers the services in the best interest of the District. The Board of Education reserves the right to reject any and all proposals. The decision of the Board of Education is final.

VII. Other Provisions

- A. The RFP – in part or in whole – is not intended to be, nor shall it be construed as being, a commitment of any kind by the District. There is no expressed or implied obligation for the District to reimburse responding providers for any expenses incurred in preparing a Proposal in response to this request.
- B. Proposals, fees, costs, terms and conditions shall remain firm for five (5) days from the due date for proposals.
- C. Proposals may not be withdrawn for five (5) calendar days from the due date for proposals without the express written consent of the District.
- D. Dealer is responsible for its own verification of all information provided to it. Dealer must satisfy itself, upon examination of this RFP, on the intent of the terms, conditions, and specifications.
- E. The District may award a contract based upon the initial proposals received, without further communication with the Dealers.
- F. The District, at its option, may conduct interviews after receipt of the proposals
- G. Dealer shall not offer or give any gratuities, favors, or anything of monetary value to an officer, employee, agent, or Board of Education member of the District to influence favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process. Such practice shall result in automatic rejection of the Proposal.
- H. No Dealer shall engage in any activity or practice, by itself or with other Dealers, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Such practice shall result in automatic rejection of the Proposal.
- I. If a conflict arises between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. The District shall resolve all inconsistencies and/or disputes pertaining to the RFP and a Proposal in good faith. Dealer agrees to abide by the decision of the District.
- J. The District is committed to providing equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

VII. Other Provisions (concluded)

- K.** Nothing contained here will create any contractual relationship between the District and the Dealer submitting a proposal. Statements contained in the response of the successful Dealer may become part of the agreement for services.
- L.** Information received from each Dealer will become the property of the District. Information submitted by the Dealer cannot be considered confidential unless specifically identified as such by the Dealer.
- M.** The District is not responsible for any costs incurred by any Dealer for any work performed relative to the preparation of the Response to this Request for Proposals or subsequent negotiations of a contract.

VIII. Important Dates

Activity	Date
Solicitation is publicly advertised	November 8, 2022
Written questions due	November 10, 2022
Responses to questions	November 10, 2022
Proposal submission deadline at 2:00 PM	November 11, 2022
Analysis of Proposals	November 14, 2022
Anticipated Selection	November 14, 2022

IX. Required Forms

Dealers shall execute the following forms and return the signed originals with their proposal.

- 1. Company Identification Form** - provides basic information for the Dealer and the primary contact information for the company representative.
- 2. References and Experiences** - Dealers will provide evidence of relevant experiences which make them the best fit for the District and document their ability to meet the needs of the District to the selection committee.
- 3. Bid Certification** - Dealer certifies that they have not offered any pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.
- 4. Notification of Criminal History of Contractor** - A person or business entity that enters into a contract with a school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony
- 5. Debarment, Suspension and Ineligibility Certification** - Contractors and all sub-recipients must certify that their organization and its principal owners are not suspended or debarred by a Federal agency through the sam.gov system.

IX. Required Forms (concluded)

6. E-Verify - E-Verify compares information from an employee's Employment Eligibility Verification Form I-9 to data from U.S. government records. If the information matches, that employee is eligible to work in the United States. If there is a mismatch, E-Verify alerts the employer and the employee is allowed to work while he or she resolves the problem; they must contact the appropriate agency to resolve the mismatch within eight (8) federal government work days from the referral date. The program is operated by the Department of Homeland Security (DHS) in partnership with Social Security Administration.

7. Certification Regarding Israel - Anti-Discrimination of Israel Act, requires state contractors to certify in writing that they do not and shall not, for the duration of the contract, engage in a boycott of Israel or companies doing business in Israel.

8. W-9 Form W-9 is the IRS form used by the District to request your taxpayer identification number. Dealer may get a blank Form W-9 to fill out if the Dealer is hired to provide goods or services. Filling out a W-9 is straightforward. Just provide the name and Social Security Number, or the name and Employer Identification Number of the business. By submitting a W-9, the Dealer is certifying that the tax id number provided is correct and accurate.

Attachment 1: Company Identification Form
(Complete and Return as part of bid)

Designate one individual as the Company’s representative to the District during the term of the contract. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no “PARTIES OF INTEREST” or “CONFLICTS OF INTEREST”, as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

_____	_____	_____	_____
Legal Name	Representative Name	Title	
_____	_____	_____	_____
Address	City/State/Zip	Phone #	Fax #
E-Mail Address: _____			

_____	_____
Years in Operation	Years under current structure and/or under previous structure
1: Name of Company’s Officers	
NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____

2: The undersigned hereby acknowledges the receipt of the following addenda (if applicable)

Addendum	Date		
Number	Date Issued	Acknowledged	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3: The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 5 days from the deadline for submission of Proposals.

Company Officer’s Name

Signature Date

Attachment 2: References and Experiences
(Complete and Return as part of bid)

Each Company is encouraged to submit three (3) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

List as primary references any contracts with similar purchases; preferably public school districts. Include contacts and telephone numbers for each reference. Use additional pages for additional contracts.

1: Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

2: Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

3: Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

4: Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

5: Company Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

Attachment 3: Bid Certification
(Complete and Return as part of bid)

The undersigned Bidder (Contractor), by signing and executing this bid, certifies and represents to the District that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, member of the board of education, agent or employee of the District concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the District in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

FIRM NAME _____

PHONE _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNED BY _____ TITLE _____

PRINTED NAME _____ DATE _____

Attachment 4: Felony Conviction Notification
(Complete and Return as part of bid)

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The District may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

Attachment 5: Debarment, Suspension and Ineligibility Certification
(Complete and Return as part of bid)

To be provide a complete proposal a Contractor must certify that neither their organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

I, the undersigned officer or agent for the contractor named below, certify that neither this organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

VENDOR'S NAME:

Authorized Officer or Agent: _____

Printed name of company official signing above: _____

Date Signed: _____

Attachment 6: Certification Regarding Israel

1. Contractor hereby certifies in writing to the **Brentwood School District** as follows (for purposes of this certification, Contractor shall be referred to as Company):

That Company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

2. As used in this certification, the following terms and phrases shall be defined as follows:
 - (a) "Boycott Israel" and "boycott of the State of Israel", engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company's statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion; and
 - (b) "Company", any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

In Witness Whereof, the foregoing certification is entered into as of _____, 20____.

Contractor/Company: _____

Authorized Signature: _____

Printed Name: _____

EXHIBIT A – Bid Form

NUMBER/ITEM	DESCRIPTION	SPECIFICATION INCLUDED (YES/NO)	COMMENTS
TYPE	One (1) New 2023 F-350 4x4, Regular Cab, Dual Axle, XL		
COLOR	Exterior White; Interior as standard package vinyl		
WEIGHT	14,000+		
ENGINE	7.3L		
FUEL	Standard Gasoline		
STEERING	Power Steering		
BRAKES	Power Brakes		
TRANSMISSION	Automatic with overdrive and Tow/Haul mode or equivalent		
AXLES	4.30 Axle Ratio or standard equipment		
WHEELBASE	Minimum 148"		
SPRINGS & SHOCKS	Standard		
TIRES	All-season, Standard rims		
INTERIOR	Charcoal Vinyl, 60/40 Split bench		
WINDOWS & DOORS	Standard package locks, windows and mirrors;		
AIR CONDITIONING	Factory installed		
RADIO	Standard Package as outfitted		
BUMPERS	Front and rear standard package		
TRAILERING	Trailer package or equivalent		
SAFETY FEATURES	Reverse sensing system; integrated back up camera; blind spot monitoring; Back up camera relocation kit.		
ADDITIONAL EQUIPMENT	Running Boards, Block Heater, 410 Amp Alternator, Wheel Liners – Front, Snow Package, 120V/400W Outlet,		

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final. The undersigned certifies that he/she has the authority to submit a bona fide bid for said company.

Signature

Date