



# Francis Howell School District

## Request for Proposals

### School Bus Sale

Issue Date: April 24, 2023

Proposals Due: May 8, 2023, 1:00 pm CST

Francis Howell School District (hereinafter “District”) is seeking sealed Proposals from qualified firms for the sale of twenty-five school buses.

The purpose of this RFP is to establish the District’s specifications for the sale of school buses and to solicit Proposals from firms (hereinafter “Vendor”).

1. Vendors are encouraged to provide sufficient detail on these items for consideration during the bid evaluation.
2. Proposed offers submitted on this RFP must be guaranteed for at least 60 days.
3. The Vendor must submit a complete proposal, including sections E through I contained in this RFP package, to be considered. By responding to this RFP, the Vendor understands it is fully responsible to ensure financial payment and removal of buses with the schedule specified herein.
4. Two (2) copies of the Proposal shall be sealed, plainly marked with the Vendor’s name and “School Bus RFP” on the envelope, and delivered to the address below.

Francis Howell School District  
Attn: Jennifer Simpson  
7055 Highway 94 South  
St. Charles, MO 63304

5. Each copy of the proposal shall include the Vendor’s legal name and indicate whether the Vendor is a sole proprietor, a partnership, a corporation, or any other legal entity; a statement of financial status; and the signature of a vendor officer authorized to bind the Vendor to a contract. A proposal by a corporation shall further specify the state of incorporation and shall have the corporate seal affixed. A proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent’s authority to bind the Vendor.
6. Proposals must be received by 1:00 pm, CT on May 8, 2023. Electronic proposals submitted in response to this RFP will be considered.
7. Before the deadline, Proposals may be modified or withdrawn by written notice or in person by the Vendor or its authorized representative. Proper identification of all involved documents and individuals will be established and the RFP response will not be released by the District without a signed receipt.
8. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred

in preparing Proposals in response to this request.

9. All Proposals must be submitted on the District forms contained in this RFP. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate from or modify the concept and ultimate objectives of this Proposal will be considered. Non-compliance with RFP specifications may disqualify Proposals from further consideration.
10. Any explanation or statement that the Vendor wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Vendor so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.
11. The Vendor must promptly notify the District of any ambiguity, inconsistency, or error discovered in the RFP.
12. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall, in good faith, decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Vendor agrees to abide by the decisions of the District.
13. All Proposals shall be deemed final, conclusive, and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
14. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
15. The Vendor is responsible for the verification of all information provided to it. The Vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
16. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding in the District. Unauthorized contact by the Vendor with other District employees or Board members regarding the RFP may result in disqualification.
17. Proposals may contain data that the Vendor does not want to be used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Vendor marks the cover sheet of the Proposal with the following legend: “Technical data contained in this Proposal furnished in connection with the Request for Proposal of the Francis Howell School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract (Purchase Order) is awarded to this Vendor as a result of or in connection with the submission of this Proposal, Francis Howell School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”
18. The above restriction does not limit the District’s rights to use or disclose, without the Vendor’s permission, any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for the disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
19. The District reserves the right to split the award or to make multiple awards, and to make the award on a part or portion of a proposal. Conditional proposals will not be accepted.
20. The District may award a contract or contracts based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
21. The District may, at its option, conduct interviews after receipt of the Proposal to clarify proposed specs, associated pricing, etc.
22. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, 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.

23. The Vendor must notify the District if any Conflict of Interest exists, actual or potential, between the Vendor's family, business, or financial interests and its services under this Proposal.
24. No Vendor shall engage in any activity or practice, by itself or with other Vendors, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Vendor's Proposal.
25. The District, in its discretion, may terminate the Sale Agreement in whole or in part at any time, whenever it is determined that the successful Vendor has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Vendor has failed to correct such failure or breach to the District's satisfaction within 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Agreement, it is hereby agreed that the District shall only be obligated to pay under the terms of the Agreement for materials and services, which have been accepted by the District.
26. The District may terminate the Agreement without cause by notifying the successful Vendor in writing 30 days prior to the effective date of termination. The successful Vendor shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
27. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Vendor; liquidation or dissolution of successful Vendor; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Vendor; assignment by successful Vendor for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Vendor.
28. Initial Proposals may not be withdrawn for 60 calendar days from the due date for Proposals except with the express written consent of the District. If a Proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement/PO, this RFP, plus any addenda thereto, and the Vendor's Proposal.
29. In the event the Agreement initially awarded by the District is terminated for any reason within 90 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
30. The Vendor may request to inspect the buses for clarification purposes. In conducting these inspections, there shall be no disclosure of any information obtained from any competing Vendor. These inspections must be scheduled and held before receipt and evaluation of the Proposals. Refusal by the District to honor the request for a bus inspection may result in disqualification.
31. No right or duty of the Vendor under any agreement resulting from the RFP, in whole or in part, may be assigned or delegated without prior written consent of the District.
32. The District shall not be responsible for any pre-Agreement expenses of any Vendor, including the successful Vendor, incurred prior to the commencement of the Agreement.
33. All submitted Proposals become and remain District property.
34. Vendors shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, or disability.
35. It is the purpose of this RFP is to obtain complete sale and removal information as possible from each Vendor. This will enable the District to determine which Vendor is best able to meet all of the criteria that are to be considered in the award of the School Bus RFP.

By the act of submitting a Proposal, the Vendor represents:

- a. that it has read and understands these RFP documents;
- b. that it has familiarized itself with the conditions governing the proposed purchase;

- c. that the Proposal is based upon the requirements described in these RFP documents without exception (unless exceptions are clearly stated in the response);
- d. that the Vendor is a recognized bus sale and distributor; and
- e. the Vendor has financial information on file relative to ownership of the bidding concern.

## **Evaluation Process**

It is the intent of the District to award a contract/sale to the Vendor submitting the Proposal which best suits the needs of the District as determined by the District in its sole judgment after evaluation of submitted Proposals.

- 1) After a recommendation for award has been made, the successful Vendor will be notified in writing and the appropriate documents will be prepared for commencement of the Contract/Sale.
- 2) The District may use the following Evaluation Criteria when evaluating proposals:
  - Price of equipment (80%)
  - Removal Schedule (10%)
  - References (5%)
  - Completeness of bid (5%)

## **Critical Dates**

- 4/24/2023 - RFP released to vendors
- 4/26/2023 – Pre-Bid Meeting for vendors, 10:00 am at 4545 Central School Road
- 5/8/2023 - Proposals due by 1:00 PM CT
- 5/18/2023- BOE Approval

## **Invoicing and Payment**

Payments will commence upon removal of the buses and transfer of titles.

Payment should be sent to:

Francis Howell School District  
Accounts Payable  
801 Technology Drive  
Weldon Spring, MO 63368

## **Bus Specifications and Vendor Instructions**

### **A. Introduction and General Information**

In an effort to manage and operate the most effective and efficient transportation operation possible for the students it serves, the Francis Howell School District (FHSD) is seeking to sell twenty-five school buses.

Qualified bus dealers are invited to submit a proposal for the buses provided herein. Ownership transfer must be completed by June 19, 2023 and should start not before May 30, 2023. Dealers shall provide a bus removal schedule for each bus being sold.

### **B. General Fleet:**

All buses meet or exceed the Missouri 2017 minimum school bus standards published by the Missouri Department of Elementary and Secondary Education for Type C buses. Each bus has successfully passed annual inspections. The Francis Howell School District has achieved a 98% or above since acquiring school buses in 2019.

## C. General Fleet Specifications

Subject to the other provisions contained in this RFP, the buses meet DESE Bus Standards but that also include the following items:

- Post-Trip safety alarm system for child check
- Crossing arm/gate: as required by law
- Front and rear stop arm signs
- Passenger seats covered in heavy duty vinyl (42 ounce preferred)
- Electric operated passenger entry doors (buses 111-115 have manual doors)
- P/A system
- Tinted windows
- Acoustical ceilings
- White roof tops
- White flashing strobes mounted on rooftop.
- Power and heated external rear view mirrors.
- Driver high-back seat with cloth insert, armrest and lap/shoulder belt restraint
- Secured trash container
- Swivel sun visor
- In-dash digital clock
- Driver cup holders
- Driver storage compartment
- Outside placards mounted by passenger entry door and used to display route/slot number
- First aid kits
- Body fluid clean-up kits
- Wheels – steel and painted black
- Rear rubber mud flaps
- Insulation – minimum R value of 5.5
- 5/8” plywood floors
- Heavy duty battery and alternator system
- Shut off switch for batteries
- Common key for ignition and the front and rear door locks
- Engine block heaters (rear plugs preferred) for all buses, 750 watts or greater
- Automatic transmissions (Allison Transmissions)
- Minimum 60 gallon fuel tank
- Hydraulic Brakes
- Blue Birds have Cummins engine
- Internations have PSI gas engines (bus 101 had DT466)

**Class “C” Blue Bird Bus Specs – Bus numbers 111-122 are equipped with the following:**

- a) Front, mid, and rear heaters – *125,000 BTU minimum*
- b) Three battery system
- c) Tires – Highway front and mud snow rear
- d) Two (2) safety roof hatches
- e) Four (4) emergency push out windows - two (2) on each side
- f) Front and rear vandal locks
- g) Cummings Diesel engines
- h) 10 gallon DEF tanks
- i) 77 passenger capacity

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**D. Bid Submission**

**Bid Proposal Certification**

(Must be submitted with each Proposal)

Dealer: \_\_\_\_\_

General Bid Certification: The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services at the prices quoted in accordance with all terms and conditions, requirements and specifications of the Request for Proposal (RFP) and as modified by any addenda thereto.

The bidder certifies the proposed prices meet the requirements specified by the District, including the following:

- The Vendor is guaranteeing the removal of all buses will occur no later than June 19, 2023. Removal can start on May 30, 2023 unless stated otherwise on the delivery schedule provided by the dealer.
- The Vendor agrees to purchases all buses “as is”.
- The Francis Howell School District agrees all sales will be accepted upon Vendor’s final inspection, receipt of title, receipt of current state inspection, removal from the FHSD’s lot. Payment will occur after acceptance and receipt of accurate invoice.
- The Vendor certifies it has read the RFP in its entirety and understands the requirements and specifications stated within the RFP.

I am authorized to submit this Proposal for the firm listed above. I have certified this Proposal to be complete and compliant with all specifications, unless specifically noted in the Proposal.

**Signature Required**

Authorized Signature		Date
Printed Name		Title
Vendor Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address



## E. Pricing Sheets for buses

<i>Year</i>	<i>Vin Number</i>	<i>Bus #</i>	<i>Make</i>	<i>Engine</i>	<i>Capacity</i>	<i>Bus # Mileage as of April 16, 2023</i>
2020	4DRBUPWP4LB864287	4	IC	CE	71	56,386
2020	4DRBUPWP6LB864288	5	IC	CE	71	44,965
2020	4DRBUPWP9LB864303	20	IC	CE	71	48,108
2020	4DRBUPWP8LB864325	42	IC	CE	71	41,656
2020	4DRBUPWP8LB864339	56	IC	CE	71	30,775
2020	4DRBUPWP9LB864348	65	IC	CE	71	43,819
2020	4DRBUPWP2LB864353	70	IC	CE	71	49,070
2020	4DRBUPWP6LB864355	72	IC	CE	71	48,673
2020	4DRBUPWPXLB864357	74	IC	CE	71	52,371
2020	4DRBUPWP3LB864359	76	IC	CE	71	43,834
2020	4DRBUPWP3LB864362	79	IC	CE	71	34,889
2020	4DRBUPWP7LB864364	81	IC	CE	71	37,981
2020	4DRBUPWP9LB864365	82	IC	CE	71	35,854
2020	4DRBUPWP6LB864372	89	IC	CE	71	34,420
2020	4DRBUPWPXLB864374	91	IC	CE	71	45,959
2015	4DRBUAAP4FB029458	101	IC	CE	77	67,385
2017	1BAKGCPH5HF325280	111	BB	BBCV3310	77	59,511
2017	1BAKGCPH7HF325281	112	BB	BBCV3310	77	61,551
2017	1BAKGCPH9HF325282	113	BB	BBCV3310	77	61,227
2017	1BAKGCPH0HF325283	114	BB	BBCV3310	77	62,327
2017	1BAKGCPH2HF325284	115	BB	BBCV3310	77	48,395
2017	1BAKGCPH3HF331921	116	BB	BBCV3310	77	49,628
2017	1BAKGCPH5HF331922	117	BB	BBCV3310	77	86,933
2017	1BAKGCPH7HF331923	118	BB	BBCV3310	77	89,358
2017	1BAKGCPH9HF331924	119	BB	BBCV3310	77	79,245
2017	1BAKGCPH0HF331925	120	BB	BBCV3310	77	61,346
2017	1BAKGCPH2HF331926	121	BB	BBCV3310	77	77,241
2017	1BAKGCPH4HF331927	122	BB	BBCV3310	77	61,161

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