

**Request for Quote**

**For**

**Vehicle**

**For**

**Raytown School District**

**Raytown Quality Schools**

**Raytown, Missouri**

**September 11, 2018**

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**Information:**

Raytown Quality Schools is seeking quotes to purchase a Ford F-150 Lariat truck.

All submitted proposals should be labeled "Truck Proposal" on the outside of the envelope containing your company name and will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

**School District:**

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

**District Contact:**

Dr. Steve Shelton, Associate Superintendent of Operations

Raytown Quality Schools

6608 Raytown Road

Raytown, MO 64133

816-268-7000

816-268-7029 (FAX)

[steve.shelton@raytownschools.org](mailto:steve.shelton@raytownschools.org)

**Submit Sealed Proposal:**

Dr. Steve Shelton, Associate Superintendent of Operations

Raytown School District

6608 Raytown Road

Raytown, MO 64133

**Bid Opening Date:** September 19, 2018 at 1pm

**Sealed bids will be opened by Dr. Shelton at the deadline.**

## **Overview**

Proposals are now being solicited by the Raytown School District to purchase an F-150 Lariat truck in accordance with Raytown School District Board of Education Policy and Missouri State Statutes.

We are asking for Sealed Bids for an equivalent of the following:

New 2017, 2018, or 2019 Ford F-150 Lariat

Ford F-150 Lariat SuperCrew, 5-1/2' Box, 5.0L V8 with Auto Start/Stop Technology Engine, Electronic Ten-Speed Automatic Transmission with Tow/Haul and Sport Mode, 4 x 4, 3.31 Non-Limited Slip Axle Ratio

**There is no trade-in associated with this purchase.**

## **Proposal Due Date and Time**

In order to be considered, one (1) sealed copy of the proposal must be received by Raytown C-2 at 6608 Raytown Road, Raytown, MO 64133 by personal delivery or by U.S. Mail by the following date and time:

**September 19, 2018 (1pm)**

## **District Terms**

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

### **Additional District Terms Specific to Vehicles**

1. Bids will be accepted for complete units and must be submitted by a factory-authorized dealer.
2. Bids will include delivery of the completed unit to the Raytown C-2 School District, Raytown, Missouri and be completely serviced before delivery. Units will be full of all fluids, completely cleaned inside and outside, all optional equipment installed and working properly.
3. The equipment proposed must meet or exceed all requirements set forth in the Federal Motor Vehicle Safety Standards established by the federal Department of Transportation. Complete certification must be available if requested.
4. Any and all exceptions to the specifications outlined herein must be noted and thoroughly explained in the bid proposal. The terms "No structural differences" or "We are equal to your specifications" will not be permitted. It will be the responsibility of the Board Of Education or their representatives to determine if a substitution to the specifications is considered "Equal to". The bidder must provide, with any exceptions, detailed specifications so the Board Of Education can make the necessary comparisons to enable a proper decision. Failure to do so may result in rejection of your bid for non-compliance. These specifications must be returned with the bid proposal.
5. The Board Of Education reserves the right to reject any or all bids, to waive any and all technicalities and to award the contract to the best bidder.

### **Payment and Retainage**

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District. **The District will likely make one payment.**

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

**Contact Person and Address for Submission of Proposals**

Interested, qualified company and persons are invited to submit proposals to the following contact person and address:

Dr. Steve Shelton, Associate Superintendent of Operations

Raytown C-2 School District

6608 Raytown Road

Raytown, MO 64133

Telephone: 816-268-7000

**Selection Process and Minimum Requirements**

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The firm shall have responsibility for any damage incurred during transit.

The selected firm shall not increase pricing after submitting their bid.

If necessary, firm must be licensed with the necessary legal entities such as the State of Missouri, County of Jackson, and the City of Raytown to perform the above mentioned services.

Firm must be located within 25 miles of the Raytown School District.

**Required Proposal Format and Content**

1. Bid/Proposal/Qualification Submitted By
2. Quotes on all equipment items listed (See Quote Template)
3. Maintenance Plan
4. Warranty Information (including length of warranty)

**1. Bid/Proposal/Qualification Submitted By**

The last page of this document contains a form to be filled out and placed on the top of your bid package.

**2. Quote Template**

You may choose to use in-house documents as long as the following are noted:

Base MSRP	\$0.00
Total of Options	\$0.00
Destination Charges	\$0.00
Total MSRP	\$0.00
Available Incentives	-\$0.00
Net Price	\$0.00

**3. Maintenance Plan**

Note the terms, conditions, and duration of the maintenance plan for the equipment. Failure to provide a maintenance plan will result in the rejection of the bid.

**4. Warranty Information**

Note the terms, conditions, and duration of the warranty for the equipment to be leased.

**Requests for Information**

The Scope of Work or need for additional data or information must be submitted in writing by email prior to proposal due date to: Dr. Steve Shelton, [steve.shelton@raytownschools.org](mailto:steve.shelton@raytownschools.org)

**Scope of Services**

2017, 2018, or 2019 Ford F-150 Lariat

**Model**

Ford F-150 Lariat SuperCrew, 5-1/2' Box, 5.0L V8 with Auto Start/Stop Technology Engine, Electronic Ten-Speed Automatic Transmission with Tow/Haul and Sport Mode, 4 x 4, 3.31 Non-Limited Slip Axle Ratio

**Paint**

Shadow Black

Stone Gray

Packages

502A

Lariat Chrome Appearance Package

Equipment Group 502A Discount

Trailer Tow Package

Power Equipment Group

**Exterior**

Tailgate Step with Tailgate Lift Assist

Tonneau Pickup Box Cover – Hard

Bedliner – Spray-in

Rear Windows – Privacy Glass

Rear Windows – Power-Sliding with Privacy Tint and Defroster

Rear Windows – Defroster

Box Link

Remote Start System

BLIS (Blind Spot Information System) with Cross-Traffic Alert and Trailer Coverage

Reverse Sensing System

LED Side – Mirror Spotlights

LED Box Lighting

Sideview Power – Folding, Power Glass Mirrors with Heat, Turn Signal, Memory, Auto – Dimming Feature, High Intensity LED Security Approach Lamps

Two-tone Paint

Step Bars, Angular – Chrome

18-inch Chrome-Like PVD Wheels

3.31 Non-Limited Slip Axle Ratio



275/65R18 OWL All-Season/All-Terrain Tires

**Interior**

Black

Dual-zone Electronic Automatic Temperature Control (DEATC)

Floor Liner – Tray Style, Ebony

Flooring – Color-coordinated Carpet with Carpeted Matching Floor Mats

Second – Row Heated Seats

Pro Trailer Backup Assist

Heated Steering Wheel

Cruise Control

110-volt/400-watt Outlet

SYNC Connect

Rear View Camera with Dynamic Hitch Assist

B&O Play Premium Audio System

Sirius XM Radio

SYNC 3

Voice-Activated Touchscreen Navigation System with Sirius XM Traffic and Travel Link

Leather-Trimmed Heated and Ventilated Bucket Seats with Flow- Through Console with Floor Shifter

**Accessories**

Bed Hooks – Retractable by Bull Accessories

**Standard Features**

Should be Included

**Warranty**

3 year/36,000 Bumper / Bumper

5 year/60,000 Powertrain

5 year/60,000 Roadside Assist

**Selection**

The Raytown District will select the lowest, best bid according to Board Policy.

**Bid/Proposal/Qualification Submitted By**

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Company Name

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Authorized Name/Title (printed)

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Authorized Signature

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Contact Person for the Bid/Quote/Proposal process

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Date

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Telephone

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Fax

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Email