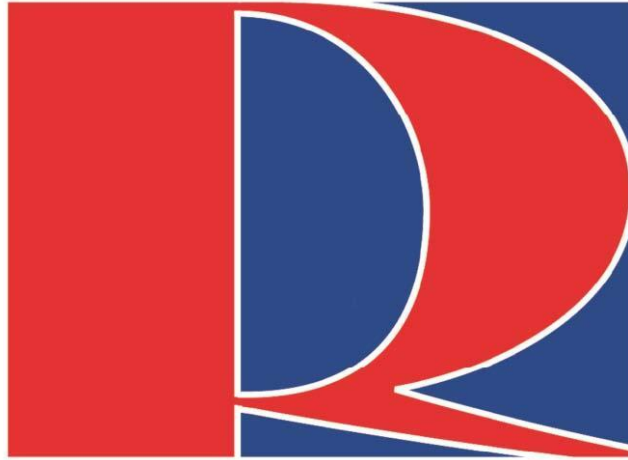


# **REQUEST FOR PROPOSAL**



**RAYTOWN  
QUALITY  
SCHOOLS**

*Expect the Exceptional*

**FOR**

**Cars**

**Student Attendance Incentive**

**TO BEGIN: January 25, 2022**

**Submittal Deadline: February 22, 2022**

**RAYTOWN C-2 SCHOOL DISTRICT**  
**6608 Raytown Road**  
**Raytown, MO 64133**  
**816/ 268-7000**

## **REQUEST FOR PROPOSAL**

### **Cars** **Student Attendance Incentive**

#### **Purpose**

The Raytown C-2 School District is seeking a proposal to purchase two (2) midsize cars. These cars will be given away as an attendance incentive at Raytown and Raytown South High Schools.

#### **Proposal Guidelines**

##### **Response:**

The Raytown C-2 School District requires two (2) midsize cars that are one of four (4) colors; red, blue, white or black. The vehicles must be no more than two years old and with minimal mileage. The vehicle must be in good repair and condition. The cars must have passed the state of Missouri vehicle inspection. Documentation of a passed inspection is required. Either manufacturer or dealer warranty must be provided. The district reserves the right to reject a vehicle that does not meet the district's expectations. Vehicles must be delivered at or before the assembly date. The anticipated assembly date is May 13th, 2022.

##### **Cost:**

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but need not be the sole determining factor. While we are not holding any company to a "not to exceed" amount, we do expect the company to communicate and provide support and justification to any change in pricing prior to purchase. The district reserves the right to reject any price that exceeds the awarded proposal.

The family of the student will be responsible for taxes, registration, insurance and licensing the vehicle. The district will only be responsible for the purchase of the vehicle.

##### **Response Deadline:**

**To be postmarked *on or before February 22, 2022* by**  
Mail delivery to the following address:

Raytown Quality Schools  
% Steve Shelton  
6608 Raytown Road  
Raytown, Missouri 64133  
OR

Electronically to the following email address:  
[steve.shelton@raytownschools.org](mailto:steve.shelton@raytownschools.org)

**Selection Criteria:**

Make  
Model  
Year  
Mileage  
Color  
Warranty  
Condition  
Vehicle Inspection  
Vendor Years of Operations

**Award:**

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Award shall be made to the company meeting the established selection criteria.

**Finances:**

Raytown School District will require delivery of the two vehicles on or before May 13th, 2022. Once delivered an invoice for the awarded amount will be accepted and paid within 30 days. Prior to delivery, the awarded vendor must complete all requirements to be set up as a vendor with the district.

**Information Requested****1. Agency/Personnel Information:**

A. Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.

B. Provide a list of all personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and a summary of each person's duties and responsibilities on the account.

C. Years of experience/service/existence.

D. Three (3) references

**2. Vehicle Information**

- Make
- Model
- Year
- Color
- Estimated mileage
- Warranty Information
- Cost of each vehicle
- Total cost of purchase

## **ACKNOWLEDGMENT**

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Entity Name \_\_\_\_\_

Date \_\_\_\_\_

**Attend to Win Car Purchase RFP**

**RFP Attachment #1**

**Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information include as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

YEARS in Existence/Service/Established: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Print/Typed

AUTHORIZED SIGNATURE: \_\_\_\_\_

Signed

DATE: \_\_\_\_\_

## Attend to Win Car Purchase RFP

### Attachment #2

**List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## Attend to Win Car Purchase RFP

### References

Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

**#1 Company** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#2 Company** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#3 Company** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_