



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

**Administration Office
3115 Pole Line Road
Pocatello, Idaho**

**SPECIFICATIONS FOR
Food Service Delivery Trucks**

Four (4) Box Trucks with Rear Lift Gates

BIDS WITH CONDITIONS WILL NOT BE ACCEPTED

BID OPENING

**MARCH 5, 2024
9:00 AM, MST**



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
INVITATION TO BID

Sealed bids will be received by a Representative of the Board of Trustees of Pocatello/Chubbuck School District No.25, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201, until 9:00 a.m., MST on March 5, 2024 for the following:

Four (4) Food Service Delivery Trucks with Rear Lift Gates

Specifications or additional details, (including bid forms), may be secured at the Business Office, 3115 Pole Line Road, Pocatello, Idaho, 83201. All bids must be on the forms furnished, all blank spaces filled in, and signed with the name and address of the Bidder. No unqualified bids will be read.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Rena Johnson, Clerk
School District No. 25

Published dates:

February 17, 2024
February 24, 2024

IDAHO STATE JOURNAL

INSTRUCTIONS TO BIDDERS

GENERAL TERMS & CONDITIONS

Complete units must meet all National and State of Idaho construction standards and specifications pertaining to school buses. Omission of any part of the National or State of Idaho specifications in the bid request shall not relieve the bidder of the responsibility of meeting these required standards and specifications.

It shall be the responsibility of the successful bidder to establish a definite date for delivery. Factory invoices shall be submitted with delivery of each truck, listing a breakdown of component parts. Required delivery date: As soon as possible, **no later than April 30, 2024.**

Payment shall be made when complete box truck units are delivered F.O.B. Pocatello, Idaho and are deemed acceptable by Pocatello/Chubbuck School District No. 25.

The dealer shall submit complete specifications and descriptive data as published by the manufacturer. Also submitted shall be such photographs, charts, and drawings as may be necessary to enable the Board of Trustees to understand clearly and readily the mechanical features of the proposed body and complete units or chassis.

BIDS:

Sealed "BIDS" will be received on or before the time and date set forth under "INVITATION TO BID".

All bids shall be in a sealed envelope addressed: Business Office, 3115 Pole Line Road, Pocatello, Idaho, 83201. The following shall be written on the exterior of the envelope:

"BID FOR FOOD SERVICE DELIVERY TRUCKS
TO BE OPENED ON MARCH 5, 2024 AT 9:00 AM"

Bids not delivered at time of bid opening must be received in mail no later than 4:00 PM MST on March 4, 2024, the day before the bid opening.

Refer all questions to Heather Canfield, Food Service Coordinator, (208) 235-3256. Contact with other district staff, Board of Trustees, or Administration, will be by written permission only.

Before submitting a proposal, the bidder shall:

1. Carefully examine the specifications.
2. Include in the bid sums sufficient to cover all items required.

INTERPRETATIONS:

Should a bidder find discrepancies in or omissions from the specifications, or be in doubt as to their meaning, he should at once notify the Owner, who will send written instructions or addenda to all bidders. The owner will not be responsible for oral interpretations. Questions received less than 48 hours before time for bid opening cannot be answered. All addenda issued during the time of bidding will be incorporated in the contract.

BID GUARANTEE:

Vendor shall be responsible for the delivery of materials of such quality and in specified quantity.

BIDDER'S RESPONSIBILITIES:

1. Bid must be supplied on the attached Bid Form.
2. Submit complete specifications and descriptive data as published by the manufacturer. Include any photographs, charts, and drawings as may be necessary to enable the Board of Trustees to understand clearly and readily the mechanical features of the complete units.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

PAYMENT:

Prices must remain firm as quoted by supplier until quantity awarded is received. Application for payment dated on or before the 25th of the month, shall be paid by the 15th of the following month. Application for payment dated after the 25th of the month, shall be paid within 30 days.

OBJECTIONS:

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

BID EVALUATION CRITERIA:

Bids will be evaluated and awarded based on the following:

- 1) Price
- 2) Vendor ability to best match the listed criteria as specified.
- 3) Warranty Issues

SPECIFICATIONS FOR BOX TRUCKS WITH LIFT GATE

BOX TRUCK:

Year: 2023 or newer
Make: Any
Cab Seating: Driver Passenger
Box Size: 7'6"H x 7'6"W x 18'L
GVW: 16,000
Axle: 4x2 Limited Slip
Drive Train: Rear wheel drive, Automatic Transmission
Engine Size: 6.6 liter or larger
Fuel Type: Gasoline or Diesel
Color: White
Storage Door: Roll up
E Track: Cargo Rails at 2' and 4' centers
Std Options: AM/FM Radio
Back-up Alarm
Back-up Camera
A/C
Cargo Lights
Reinforced kick plates installed along front and sidewalls of interior

LIFT GATE:

Type: Maxon rail lift or equivalent
Size: 48" x 80"
Lift Capacity: 2200 lb
Style: Fold

NON DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

BID SHEET
2024 FOOD SERVICE DELIVERY TRUCKS
ADMINISTRATIVE OFFICES

Board of Trustees
Pocatello/Chubbuck School District No. 25
3115 Pole Line Road
Pocatello, ID 83201

Date: _____

We, the undersigned, propose to deliver to your authorized representative, subject to acceptance and approval of the School Board of Trustees, box trucks, as ordered, as per terms and specifications listed in this request for bid, with the exceptions as noted:

Truck Brand Name: _____ Model: _____

Price Per Unit: \$ _____

Price per complete Unit (F.O.B. Pocatello) \$ _____

TOTAL BID \$ _____

We further acknowledge Addendum(s) received, if applicable. No. _____, dated _____.

Required delivery date: As soon as possible; **no later than April 30, 2024.**

A 24-hour notice to Heather Canfield, Food Service Coordinator at 208-235-3256 prior to delivery.

The Board of Trustees reserves the right to reject any/or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Respectfully submitted,
- Attached is Bidder Certification Form.

Company Name

Authorized Signature / Date

Address

Title

City, State, Zip

Email (if applicable)

Phone / Fax Number

BIDDER CERTIFICATION FORM

1. **Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. **Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. **Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. **National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

Signed: _____ Date: _____

Name & Title: _____

Company: _____ Phone: _____

Address: _____

City/State/Zip: _____