



# Fargo Public Schools

## General Bid Conditions and Instructions

### Maintenance Department Fleet Vehicles

**Due: October 3, 2024, at 10:00 a.m.**

**Description:** The Fargo Public School District is accepting sealed bids for 2 fleet vehicles, a ¾ ton high-roof extended-long cargo van and a 1-ton 4x4 regular cab pickup truck or 1-ton 4x4 regular cab, cab & chassis for use within the district.

**Updated Bid Timeline:**

Legal Ad Publication	<b>September 18 &amp; 25, 2024</b>
Public Bid Opening	<b>October 3, 2024, 10:00 AM CST</b>
Board Approval	<b>October 22, 2024</b>

**Submit Sealed Bids to:**

Fargo Public Schools  
Attn: Jackie Gapp, Chief Financial Officer  
700 7<sup>th</sup> Street South  
Fargo, ND 58103

Any bids submitted after the bid opening date and time will be disqualified. Bids may be mailed, or hand delivered during regular office hours.

**Bid Packet Specifications:** Bids must be completed using the Bid Worksheet attached below. Bids must be in a sealed envelope clearly marked “Maintenance Department Fleet Vehicles – [Company Name], October 3, 2024.” It is the responsibility of the bidder to confirm receipt of the bid prior to due date and time.

**Questions:** Please submit all questions online at <https://www.fargo.k12.nd.us/RFP>. All questions received, answers, and addendums will be posted at this site.

**Award or Rejection:** It is the intention of Fargo Public Schools (District) to have a fair and open bid process.

Bidders are not required to submit bids for all the listed items and doing so will not influence the outcome for awarding individual items. Vendors shall indicate their intentions not to bid on an item by writing “No Bid” or equivalent on the worksheet.

Bidders shall prepare their submission in compliance with the instructions in this package and ALL BIDS MUST BE SUBMITTED ON THE SAME BID PROPOSAL FORMAT TYPE THAT IS PROVIDED IN THIS PACKAGE. Failure to do so will constitute a No Bid.

The District reserves the right to reject any or all bids. Bids will be awarded to the lowest responsible bidder that meets all specifications. Awards will not necessarily be made based on price alone. Suitability to purpose, design, quality, past service, date of delivery, or other factors deemed to be in the best interest of the District may also be considered. The District shall be the sole judge of these factors. In all instances, the decision rendered by the District shall be final and not subject to contest by others.

The District reserves the right to award to any vendor which *meets or exceeds* the *minimum* acceptable level of quality as outlined in the specifications. Products that *do not meet or exceed* the specifications as outlined in the bid documents will not be considered. If the District chooses to consider a product of lesser quality than what has been specified, all parties/vendors will have the opportunity to re-bid that specific product.

Vendors must notify the District using the Q and A form on the website. Forfeited bid awards will be awarded to the next lowest responsible bid.

**Item Specifications:** Specifications for requested items are provided.

**Evaluation Criteria:** Jackie Gapp, Chief Financial Officer, will be responsible for leading the evaluation process and maintaining bid evaluation records. The Board of Education of the City of Fargo will give ultimate approval. The contract(s) will be awarded to one responsible bidder for each line item who can meet the terms and conditions, who can supply the specified items in the listed quantities and proposes the bid resulting in the lowest financial cost to the District. The vendor's bid on the required Bid Worksheet shall be the final delivered price. By submitting a bid, a vendor is signifying agreement to the outlined terms and conditions.

**Delivery Charges:** All delivery charges, if applicable, must be included in the bid price.

**Service Expectations:** All products must be properly packaged and transported to prevent damage and maintain quality. The District reserves the right to reject any damaged product even when not apparent or discovered until after the receipt of the items. Rejected product shall be picked up for credit and/or replacement at the site. Any defective items will be replaced or fixed at no charge to the District.

**Award of Bid:** The successful bidder will receive a Purchase Order upon Board approval.

# SPECIFICATIONS

## ITEM 1: 1 TON 4x4 PICKUP SPECIFICATIONS

The Fargo Public School District is seeking bids for the purchase of a 1 Ton (350/3500) single rear wheel 4x4 pickup/cab and chassis for the Grounds Department. Awarded bidder will provide invoice pricing on all additional vehicle options. Vehicle shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

### **Body**

- Conventional cab
- White in color
- 8' Long, wide box, or cab & chassis.
- Non-carpet floor covering, if carpeted, must provide heavy duty non-carpet floor mats
- Interior day/night mirror
- Two exterior towing mirrors
- Air conditioning
- Tilt Steering wheel
- Two key fobs
- AM/FM radio
- Hands free phone connectivity, must be OE unit from vehicle manufacturer
- Power window and locks
- Power point/cigar lighter type
- Cloth bench seat with center console
- Rear view/Back-up camera if applicable on cab & chassis

### **Chassis:**

- Single Rear Wheel
- Four wheel drive
- 9000 lb. GVWR minimum
- 4:10 limited slip differential gearing
- Steel belted radial tires, all season
- Full size spare tire and wheel
- Jack
- Engine, gasoline 8 cylinder. Minimum 6.4 liter
- Block heater
- Automatic transmission
- Solid front axle
- Factory rear bumper if applicable with Cab & Chassis
- Class IV receiver hitch
- Warranty, minimum 5yr/60,000 miles on engine and powertrain

## **ITEM 2: MAIL VAN SPECIFICATIONS**

The Fargo Public School District is seeking bids for the purchase of a High-Roof Extended-Long cargo/utility van for the Maintenance Department. Awarded bidder will provide invoice pricing on all additional vehicle options. Vehicle shall meet Federal Government requirements and be equipped with all advertised standard factory equipment in addition to, but not limited to, the equipment specified below:

### **Body**

- White in color
- Cargo van
  - Minimum 76" interior cargo height
  - Minimum 172" cargo length (Extended Long Cargo Space)
  - Cargo Doors
  - Right side sliding door with window
  - Dual swing out rear doors with windows
- Power windows
- Front headliner
- Non-carpet floor covering front. If carpeted, must provide heavy duty non-carpet floor mats.
- Interior mirror and two exterior power mirrors
- Air Conditioning
- Tilt and/or telescoping steering wheel
- Power locks with Keyless entry and 2 key FOB's
- Keyless entry pad
- AM/FM Radio
- Factory/OE integrated in-vehicle communications system which allows users to make hands-free telephone calls (MyLink, Sync, Uconnect or similar)
- Power outlet(s)
- Cloth High back seats for driver and passenger with armrests, gray/black in color
- Factory installed hard surface (composite) flooring on top of the stamped metal flooring

### **Chassis**

- 9,070 GVWR
- Single rear wheel axle only. No dual rear wheel axles.
- Rear Wheel Drive
- 4:10 limited slip axle ratio
- 147" wheelbase
- Four-wheel anti-lock brakes
- Steel belted all season radial tires
- Full size spare tire and wheel
- Jack
- 3.6-liter six-cylinder engine minimum with block heater (non-turbo)
- Automatic transmission
- Rear back up camera
- Warranty, minimum 5 year/60,000 miles on engine and power train

Successful bidders must be able to provide warranty service as needed.

Please submit all questions online at <https://www.fargo.k12.nd.us/rfp>.

Bids are due no later than **10:00am on Thursday, October 3, 2024.**

## SUMMARY BID WORKSHEET

ITEM	MAKE/MODEL	DELIVERY DATE	VEHICLE PRICE
ITEM 1: 1 TON 4X4 REGULAR CAB, CAB & CHASSIS			
ITEM 2: ¾ TON HIGH-ROOF EXTENDED LONG CARGO VAN			
<b>TOTAL BID</b>			

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I certify by my signature below that the terms and conditions of this bid are understood and accepted, and that I have the authority to obligate the company listed above to perform under the conditions outlined in the attached bid and response remains valid for 30 days following the submittal date.

**Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_