

**Rockwood School District – Transportation Department**

**Request for Proposal**

 **SEALED PROPROSALS ARE DUE ON**

**JULY 25, 2018 AT 3:00 PM CDT**

GENERAL SPECIFICATIONS

Release Date: July 12, 2018

The Rockwood R-6 School District owns a fleet of 164 Class “C” Blue Bird buses and 22 Class “A” Ford school buses to serve our community of over 21,000 students. The District is soliciting proposals from qualified individuals, firms or organizations to provide fleet washing services as described below.

* Exterior washes only
* Buses shall be washed onsite at 17146 Manchester Rd., Wildwood, MO 63040
* Washing shall take place Monday-Friday from 10:00 a.m. – 2:00 p.m.
* Waste water must be collected and not be allowed to run off the lot or enter the drains
* Services shall be provided as requested by the district. It is anticipated the buses will be washed (5) times per year.

Questions regarding the requirements of this Request for Proposal shall be directed to Brenda Kirchhoefer, Coordinator of Purchasing, at kirchhoeferbrenda@rsdmo.org.

**NO PROPOSAL WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE.**  Bids will be accepted if received by the specified date.

Please put the Bid Name and RFP0718TRANSBW on the outside of your return envelope.

BIDS MAY BE DELIVERED OR MAILED TO:

Rockwood School District
Purchasing Department

111 East North St.

Eureka, MO 63025-1229

In addition, a copy of the proposal shall be emailed to kirchhoeferbrenda@rsdmo.org after the specified due date and time.

**AWARD**

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal.

**RIGHT TO REJECT**

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

**PROPOSALS FINAL**

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

**PRICE**

Proposers are cautioned that services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated. Any annual cost increases must be clearly stated in vendor’s response. **Pricing shall be completed and submitted on the attached “Schedule A”.**

**CONTRACT**

The successful Proposer may be required to enter into a written contract with the District which will include, but not be limited to, the scope of services described herein. The contract shall commence around August 17, 2018 and remain in effect for a two (2) year period through June 30, 2020.

 **INSURANCE**

The successful Proposer will be expected to provide the following types of insurance with the described limits:

* Comprehensive General Liability $\_1,000,000\_\_ per person per occurrence

 (including Contractual Liability)

 $\_\_1,000,000\_\_\_ property damage per occurrence

 $\_1,000,000\_\_\_\_ aggregate all claims per occurrence

* Workers' Compensation - As required by applicable law
* Employer's Liability $\_\_1,000,000\_\_\_ per occurrence
* Automotive Liability $\_1,000,000\_\_\_ per occurrence
* Professional Errors and Omissions $\_\_1,000,000\_\_ per occurrence

**TAXES**

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**PRICING SCHEDULE “A”**

**BASED UPON STANDARD HOURS OF OPERATION**

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

**Company Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |
| --- | --- | --- |
| **Description** | **Year 1** (08/17/18-06/30/19) | **Year 2** (07/01/19-06/30/20) |
| Exterior Wash | $\_\_\_\_\_\_per bus | $\_\_\_\_\_\_per bus |
| Additional Fees (If applicable) | $\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total** | $\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ |

NOTICE TO VENDORS

The Rockwood School District reserves the right to accept alternate bids on any or all services where service dates listed in the specifications cannot be met by the vendor.

Signature below of authorized agent for vendor shall constitute recognition and acceptance of all conditions of the sale as listed and confirmation of annual pricing offer.

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED SIGNATURE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature                                        Name (print or type)

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\*Please Sign and return with Schedule “A” as part of your bid.**