

# Request for Proposals Memorandum

To: Prospective Bidders  
From: Dr. Josh Isaacson, Superintendent  
Date: 7/23/2021  
Re: **2023 76/77 Passenger School Bus**

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**De Soto #73 School District is requesting competitive proposals from vendors for the purchase of a new 2023 76/77 Passenger School Bus.** Enclosed is a Request for Proposal (RFP), responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

**Proposals will be accepted no later than 9:00 a.m., Monday, August 16, 2021.** No late submittals will be accepted. The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. The award for the **2023 76/77 Passenger School Bus** may be considered by the Board at its regular meeting on **August 19, 2021.**

Questions may be directed to **Dr. Josh Isaacson, Superintendent, via phone at (636) 586-1000 or via email at [isaacson.josh@desoto.k12.mo.us](mailto:isaacson.josh@desoto.k12.mo.us)**

**Proposal bid packet and specifications may be obtained by accessing the District Website at [www.desoto.k12.mo.us/administration/request\\_for\\_bids](http://www.desoto.k12.mo.us/administration/request_for_bids)**

Interested firms are to submit two (2) copies of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as indicated below.

De Soto #73 School District  
Attn: Dr. Josh Isaacson  
610 Vineland School Road  
De Soto, MO 63020  
**RE: 2023 76/77 Passenger School Bus**

### Important Dates

PRE BID MEETING/SITE VISIT.....N/A  
RETURN DATE and TIME..... **August 16, 2021 prior to 9 a.m. local time**  
BID OPENING DATE and TIME .....**August 16, 2021, at 10 a.m. at the Central Office, 610 Vineland School Road, De Soto, MO 63020**

All proposals submitted with RFP **Bid Form** must be delivered to the Superintendent Office **before 9:00 a.m. on August 16, 2021** to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

**De Soto #73 School District  
REQUEST FOR PROPOSAL**

Title: **2023 76/77 Passenger School Bus**  
Contact Person: Dr. Josh Isaacson  
Email: isaacson.josh@desoto.k12.mo.us

Issue Date: 7/23/2021  
Phone: (636) 586-1000

RETURN PROPOSAL NO LATER THAN: **August 16, 2021, at 9:00 a.m. CST**  
RETURN PROPOSAL AND ADDENDA TO:

De Soto #73 School District  
ATTN: Dr. Josh Isaacson  
610 Vineland School Road  
De Soto, MO 63020  
RE: **2023 76/77 Passenger School Bus**

**Request for Proposal Specifications**

**The De Soto #73 School District is seeking competitive bids for a new 2023 76/77 Passenger School Bus. Below are the Minimum Chassis and Body Specifications:**

- Model Year 2023 76/77 passenger convention school bus
- Min. 50,000 PSI Frame Rails
- Min. Wheel base 273"
- Five year engine/100,00 Cummins 6.7L In-Line 6 Cylinder Turbocharged/aftercooled diesel powered engine-250 H.P. min./660 L.B. Ft.
- Air Intake heater
- Engine Alarm System-Low Oil Pressure/High Temperature
- Min. 750 engine block heater (750 watt)
- Heated Fuel Separator
- Heavy Duty Dry Type Air Cleaner
- Electro Magnetic/viscous fan clutch
- Single Stainless steel exhaust system (left side exit)
- Min. 10,000 lb front axle
- Min. 21,000 lb rear axle
- Min. 10,000 lb front springs
- Min. 21,000 lb rear springs
- Front and rear shock absorbers
- Hydraulic brakes front and rear with dust shields
- Heavy duty performance friction brake rotors
- Heavy duty automatic transmission with synthetic fluid and TCM performance (7 year/unlimited mile warranty)
- Min. 325 amp. alternator

- Battery Disconnect Switch
- Extended seat rails-colorado rack certificate
- Min. 3 group 31 batteries measuring 3375 CA
- Heavy duty battery box with Nylon Slides
- Enclosed battery compartment with sliding trays
- Heated Fuel/Water Filter
- Heater Booster Pump
- Min. ¼ in. heavy duty 15" tall front bumper
- Quick-view instrument cluster
- Column dimmer switch
- Premium Silicone hoses with CT Clamps
- Antifreeze ES Complete OAT
- Full Instrumentation-Tachometer, Fuel, Oil, Temp., Voltmeter, Trip-meter, Engine hour meter
- Intermittent Wipers with Wet Arms
- Power Steering
- Tilt/telescoping steering column
- Cruise control
- Fast idle switch
- Fiberglass Tilt Hood
- Fender Mounted Turn Signals
- Automatic Daytime Running Lights
- Front and Rear tow hooks
- Min. 100 gallon fuel tank with barrier mounted behind rear axle between frame rails with wax undercoat
- Fuel Sender Inspection Plate
- 22.5" x8.25" hub piloted disc wheels
- 11R22.5-16 ply radial tires, highway tread all positions. Front & rear tires balanced.
- Front and rear mud flaps
- Rear Rubber Fenders
- Sleeping child check
- AM/FM/CD/USB/MP3 port stereo with PA system with min. 8 deluxe speakers
- Safety Back Up Alarm
- Exterior light check
- Extra Insulation in Driver's Area
- Driver's Overhead Storage Locker
- Min. A/C Front, Midship, Rear A/C system
- Double Luggage Compartments-Dual sides
- Min. 3 year/unlimited warranty on parts & labor
- 77" headroom with 12" side windows

- D.O.T. Padded Heavy duty fire block brown upholstery padded seat bottoms and barriers must have seat belt cutter
- Header Panels above entrance and rear emergency door
- Six way high back charcoal drivers seat with shoulder harness and aisle side armrest
- Driver's dome light
- Dual row dome lights
- Min. Three large heaters,90,000 BTU left front, 50,000 BTU stepwell, 80,000 BTU rear
- Two 6" Defroster fans
- Two escape/vent hatches
- 5/8" treated plywood floor Marine Grade
- Black Flat Floor
- 6" x 30" inside padded rear view mirror with visor
- Heated/Remote 9" by 17" rearview mirrors
- Drivers window visor
- Strobe light
- White roof
- Tinted windows
- Lifting Reinforcement Bumper
- 8 light sequential warning light system
- Dual automatic operating stop arm with LED Flashing lights
- Shaded Windshield
- Four rub rails including snow rails and extended seat rails
- Aluminized inner side panel
- Full Fiberglass body insulation and additional bows/cavity
- Heated/remote ES Rearview mirrors
- heated eye max dual cross-view mirrors
- electric outward opening entrance door with three step step well and LED boarding light interior and exterior
- Lower rear emergency window
- 4 emergency exit windows
- Armored side directional and LED button clearance lights
- Tail/Stop/License lights all LED
- Crossing control arm with interrupt switch
- front and rear vandal locks
- power port
- Aluminum Aisle Trim
- Full Length Acoustical headliner
- Modesty Panel
- Trash can and cup holder
- Sleeping child check

- All required Emergency equipment
- 3M diamond grade reflective striping
- LH Compartment/armrest
- All required lettering and certificate holder
- LH RH Entrance area assist rails
- REI HD digital 6 camera head system
- Body Fluid kit
- Pre-trip light check
- Entrance flood light above passenger door and drivers windows
- Must meet all Missouri School Bus Standards and comply with all Missouri State as well as Federal Laws

**Alternative Bid Option (please list item as alternative bid option) also requested for the following:**

**Request for Proposal Bid Form**  
**(Please submit completed Bid Form with your proposal documents)**

Name of Bidder:		
Address (Street):		
Address (City, State, Zip Code):		
Phone #:	Fax #:	Email Address:

The undersigned acknowledges the receipt of the follow Addenda:

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

**Base Bid Price:**

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the request for proposal specifications for the sum of:

\$ \_\_\_\_\_

\$ \_\_\_\_\_ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

**Alternate Bids: (As Specified)**

- |    |          |
|----|----------|
| 1. | \$ _____ |
| 2. | \$ _____ |

**Completion/Delivery Date** (Products/services) \_\_\_\_\_.

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. The De Soto #73 School District and the Board of Education would like to thank Bidders for their responses. Please complete the bid form, note any necessary modifications and submit.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

## **GENERAL CONDITIONS**

ALL INTERESTED PARTIES SUBMITTING A PROPOSAL IN RESPONSE TO THIS REQUEST FOR PROPOSALS SHALL BE EXPECTED TO OBSERVE THE CONDITIONS AND REQUIREMENTS SET FORTH IN THESE GENERAL CONDITIONS. SUCH CONDITIONS AND REQUIREMENTS SHALL FORM AN INTEGRAL PART OF THE CONTRACT TO BE AWARDED BY THE DISTRICT. THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICALITIES THEREIN.

Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until the time when the District takes official action on the Proposals.

The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.

Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. Proposals containing data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal may be restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages \_\_\_\_\_ and \_\_\_\_\_ in this Proposal furnished in connection with the Request for Proposals of the De Soto #73 School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, De Soto #73 School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”**

The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.

The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.

No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.

The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.

The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.

To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview.

The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.

The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.

In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.

All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.

The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the bid submission.

The District may terminate the Agreement immediately without further cost or liability in the event



of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.

In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.

The submission of a Proposal will be construed to mean that the Company is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.

Prices shall be net, including transportation and delivery charges, to the destination indicated in the Proposal. Title shall not pass until items have been delivered to the acceptance by the District.

In all specifications, the words "or equal" are understood to follow each item description. The decision of the District as to whether an alternative or substitution is in fact "equal" shall be final.

All interested Companies submitting a Proposal in response to this RFP shall be expected to observe the conditions and requirements set forth in the RFP. Such conditions and requirements shall form an integral part of the contract to be awarded by the District.

**PROPOSALS:**

- 1) All proposals must be submitted in writing and in accordance with instructions provided by the District.
- 2) Proposals received after the time stated in the notice to Interested Parties may not be considered. The Interested Party assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Interested Party assumes responsibility for having his proposal deposited on time at the place specified.
- 3) General and special instructions, in connection with each item against which a proposal is submitted, must be given to constitute a proposal.
- 4) The submission of a proposal will be construed to mean that the Interested Party is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.
- 5) No charge will be allowed for federal, state or municipal sales and excise taxes because the District is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax.
- 6) In all specifications, the words "or equal" are understood to follow each item description. The decision of the District as to whether an alternate or substitution is in fact "equal" shall be final.

- 7) Prices shall be net, including transportation and delivery charges, to the destination indicated in the proposal. Title shall not pass until items have been delivered to and accepted by the District.

**PRODUCT OR SERVICES INCLUDED:**

The interested party shall furnish all labor, materials and equipment necessary to perform the scope of work and any services under the Contract, with direction from the District.

**PRICE ESCALATION CLAUSE:**

No increase in overhead and/or profit to the Vendor will be allowed. At the time of request, the interested party must furnish written substantiation of increase by its supplier/manufacturer to the Purchase Officer. Such substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of proposal versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the District and shall only be effective upon acceptance by the District in writing.

**MATERIAL LISTED:**

Each Interested Party shall submit, on attached sheets, the exact names of the various items on which it is submitting proposals. Items shall be clearly marked and fully describe any variations from that specified. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

**INSURANCE:**

The Vendor, at its sole cost and expense, shall obtain and maintain a General Commercial Liability Insurance policy, which includes coverage for contractual liability, products liability and completed operations and property damages. The interested party will also keep in force and effect throughout the Term workers' compensation insurance to the extent required by law.

**INDEMNIFICATION AND HOLD HARMLESS:**

The Vendor shall indemnify and hold harmless the District and its Board of Education, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, court costs, penalties, and attorney's' fees whatsoever of any kind or nature, arising directly or indirectly from the negligence of the interested party, its agents, servants, employees, persons or entities engaged as independent contractors by the interested parties and suppliers, provided, however, that the interested party shall not be required to indemnify for the following:

- (a) acts or conduct by third parties, other than the District and its Board of Education, officers, employees, agents, representatives and volunteers, not under the control of the interested party, except for persons or entities engaged as independent contractors by the Vendor;
- (b) claims where the District has failed to give adequate, prompt written notice thereof to the interested party;
- (c) claims settled without the prior written consent of the interested party; or
- (d) acts of intentional misconduct or negligence by the party to be indemnified.

**CONFLICT OF INTEREST:**

The interested party hereby covenants and agrees that there is no officer or employee of the District forbidden by law to be interested in the Contract, either directly or indirectly, who will benefit their from.

**INDEPENDENT CONTRACTORS:**

The District and the interested party are independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having, the right or authority to bind or create liability for the other by its intentional or negligent act of omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

**GOVERNING LAW:**

The Contract shall be governed by and construed in accordance with the laws of the State of Missouri. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of Missouri, County of Jefferson.

**COMPLIANCE WITH DISTRICT REGULATIONS:**

The interested party shall cause all persons performing work on behalf of interested party and the District to comply with all instructions pertaining to conduct and building regulations issued by the District. All such persons shall wear readily visible identification mutually satisfactory to the District and the Vendor.

The interested party shall cause all such persons to preserve and protect all confidential information of the District to which they may have access during the performance of work. The District may promulgate and modify the rules and regulations relating to the conduct of the Vendor and all persons performing work

under the Contract as the District, in its sole discretion, may determine. The interested party shall cause all persons performing work to comply with such modifications.

The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.

No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.

**THANK YOU FOR YOUR PROPOSAL TO THE DESOTO #73 SCHOOL DISTRICT**