



**IDEA Public Schools
REQUEST FOR PROPOSALS (RFP)
For
WHITE FLEET VEHICLES**

Bid Information Page

Bid Owner Sandra Martinez
 Email Sandra.Martinez@ideapublicschools.org
 Phone 956-332-8691
 Fax
 Bid Number #23-RFP-TRN-2021
 Title WHITE FLEET VEHICLES
 Issue Date February 26, 2021, 10 AM
 Pre Proposal Conf. Friday, March 5, 2021 at 2 pm CST via web @
<https://bluejeans.com/157899978>

Close Date / Turn In March 12, 2021 no later than 5pm CST
 Subject line: #23-RFP-TRN-2021
 Bid Packages Available Via email or online <https://ideapublicschools.org/our-story/finance-budget/>
 Please request packet to:
Sandra.Martinez@ideapublicschools.org

Bid Questions to:
 Contact Information Sandra Martinez
 Email: Sandra.Martinez@ideapublicschools.org
 Telephone 956-332-8691

Supplier Information

Company Name _____
 Company Tax ID _____
 Contact Name _____
 Address _____

 Telephone _____
 Fax _____
 Email _____

By Submitting your response, you certify that you are authorized to represent and bind your company.

Signature _____ Date _____

Bid Notes

Any questions or inquiries to this solicitation shall be made no later than March 6th, 2021. Please see "bid attachments" to see terms and conditions pertaining to this proposal. Interested vendors shall fill out and submit proposal, via email, by the deadline. IDEA Public Schools will select the proposal(s) that provide(s) the best value to IDEA Public Schools in accordance to the awarding criteria contained in this solicitation. In further information is needed please contact the Facilities Department for further assistance.

PART I - GENERAL INFORMATION

BACKGROUND

IDEA Public Schools

#23-RFP-

Department and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not listing a Purchase Order Number. Invoices should be submitted to IDEA Public Schools ATTN: Accounts Payable via email at payable@ideapublicschools.org or by mail at 2115 W. Pike Blvd., Weslaco, Texas 78596.

PART II- PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposals (RFP) method of procurement, IDEA Public Schools is requesting proposals from companies/businesses (Respondents) for 3 Service Trucks, 39 Regular Vans . All vehicles must be in new paya49ools

SCOPE OF SERVICES

RESPONDENT RESPONSIBILITY

IDEA Public Schools expectations with respect to the performance by each vendor in connection with the IDEA Public Schools purchases are set out in the "Contract Documents" which consist of the Request for Proposal ("RFP"), Instructions to Vendors, Standard Terms and Conditions, and Proposal Sheet. Vendors who fail to examine the Contract Documents do5 (C)4.6-1.3 ()09BT0.1412-.6 48..9 (,)3.5 ()0.6 (S)3.3 (t)3.6 (ad9 0 Td[(ON

- 1) Vendor must submit a contingency plan if vehicles cannot be delivered by the requested date of the RFP. An uncontrollable, unforeseen, out of normal operations event, such as an Act of God, would constitute a contingency plan.

NOTE: All vehicles should be in full compliance with State DOT specifications in areas where the vehicles will be operating. Ex: 4 vehicles will be operating in Ohio, therefore they must be in full compliance with Ohio State DOT specifications.

IDEA PUBLIC SCHOOLS RESPONSIBILITY

- A. The district reserves the right to cancel service due to unacceptable prices variances. Advance notice/notification is rsfi.1 (s6(es)-2 ()5.8 (v)d6 5.5 (i.76 0 T1 (r)-1do8 Tw 11)98 72 3.5 (i)1.4 (t)3.610.001 Tc -0.0.

¾ Proposals may be withdrawn only by delivery of a written request to

3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and two copies must be submitted.
6. Electronic format on a USB flash drive. The electronic version shall be one file that replicate

IDEA Public Schools may use IDEA Public Schools staff, independent evaluators or a combination of both to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. IDEA Public Schools may enter into negotiations with the highest ranked respondent. If IDEA Public Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or IDEA Public Schools has rejected all proposals.

NOTE: After evaluation, any proposal with a total score less than 50 points will be considered as nonresponsive and will be disqualified from further consideration. Proposals receiving a final score of 50 or better are not guaranteed an award. IDEA Public Schools reserves the right to request Best and Final Offers (BAFO) from all responsive respondents.

HOW TO SUBMIT A PROPOSAL?

All proposal packages must be clearly marked with the Respondents' name and address (it is important to include the RFP #). Proposal packages must be delivered to and received prior to the deadline, see RFP Calendar section (p.6).

~~SR0719tn~~
Sandra Martinez, Transportation Finance & Procurement Manager

Carlos Castaneda, Managing Director of Transportation

IDEA Public Schools

2115 W. Pike Blvd

Weslaco, TX 78596

(956) 377-8000

Attn: RFP #2

PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

Transportation

A Proposal Submitted in Response to

IDEA Public Schools

Request for Proposals # RFP #23-RFP-TRN-2021

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

IDEA Public Schools

#23-RFP-

REFERENCE SHEET

Please list a minimum of three references of agencies

ATTACHMENT "A"

CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent : _____

Printed Name and Title of Agent: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

FAX Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

ATTACHMENT "B"

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- o Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- o Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- o Providing each employee with a copy of the subcontractor's policy statement;
- o Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- o Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- o

ATTACHMENT “D”

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The (Name) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. (Name) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(Name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- x Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.

x

- x Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- x Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

(Name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (Name) takes positive steps to eliminate any systematic discrimination from personnel practices. (Name) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT "E"

ATTACHMENT "G"

CERTIFICATION REGARDING DEBARMENT

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the Firm and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this Firm:

- (1) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rule.

Firm's Name:

Name of Authorized Company Official:

(Typed or

