



## REQUEST FOR BIDS

### For a 12 to 15-Foot Box Truck

## Overview of Request for Bids

### Publication of Request for Bids

Galt Joint Union Elementary School District (“GJUESD” or “District”) is issuing this Request for Bids (“RFB”) to solicit bids for the supply, fitting, and delivery of a box truck for the delivery of District materials and supplies.

As used in this RFB, the following words have the meanings assigned to them herein.

“**Bidder.**” The Bidder refers to any entity submitting a response to this RFB. Also referred to as Respondent.

“**District.**” shall mean the Galt Joint Union Elementary School District. Also referred to as GJUESD.

“**Purchaser.**” shall mean the District.

“**Submittal.**” The Submittal refers to a response package submitted in response to this RFB. Also referred to as Bid.

### Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows.

MILESTONE	Day of Weekday	Date
Document Posting (GJUESD Website)	Wednesday	November 2, 2022
First Advertising Run Date	Wednesday	November 2, 2022
Second Advertising Run Date	Wednesday	November 9, 2022
Pre-Bid Question Submission Deadline (by 4:00 PM) PST	Monday	November 14, 2022
Question and Answer Posting	Tuesday	November 15, 2022
<b>Bid Due (by 3:00 P.M.) PST</b>	<b>Friday</b>	<b>November 18, 2022</b>
Intent to Award Notice (Anticipated)	Monday	November 21, 2022
Board of Education Approval Date (Anticipated)	Wednesday	December 14, 2022

# Vehicle Specifications and Options

The District has identified the following as minimum specifications for the vehicles it wants. The specifications are not designed to exclude any manufacturer, dealer, or supplier from bidding but are offered as a means of describing the needs of the District. If and where brand names are used, the words "or equal" are assumed to follow. All specifications are minimum requirements unless otherwise stated. Any deviations from the stated specifications must be described in detail. The merit of such deviations will be considered with regard to the District's intended use.

Please provide a bid for a diesel fuel engine. If not available, a gas fuel vehicle may be considered. Also provide a proposal for used vehicles. Used vehicle to be no more than 50,000 miles and must be a 2019 model year or newer engine.

## **1. 12 to 15-Foot Box Truck Specifications: (Or Equivalent Other)**

- 12 to 15-foot box truck
- Gross Vehicle Weight Rating (under 26,000 pounds)
- Air-conditioning
- Rear/backup camera(optional)
- Backup alarm
- Cargo tie-down rails/hooks
- AM/FM stereo with bluetooth capability
- Automatic transmission
- Power steering and anti-lock brakes
- Two passenger capacity
- Height - approximately 8 feet
- Width - approximately 8 feet
- Full opening roll-up overhead rear cargo door (as opposed to panel doors)
- Payload of up to 3-5,000 lbs
- Two (2) additional keys
- Full-size spare tire and wheel
- Self-leveling liftgate with wheel stops and capacity of up to 3-5,000 lbs

Must NOT have air brakes

## **Proposal Requirements**

1. Any bids submitted in response to this RFB must comply with the following requirements. All vehicles shall comply with the State of California and Federal Industrial Safety Orders and Vehicle Codes.
2. The vehicles proposed shall be brand new, of the latest design in current production, be equipped with all standard equipment, and include all required equipment necessary to provide a complete functioning vehicle whether specified or not. All equipment and options listed in the Vehicle Specifications section must be included in the vehicle proposed.
3. The specifications and options listed above are intended to describe the vehicle in a way that meets the requirements and needs of the District. They are not meant to be a complete and exhaustive list of specifications.
4. Any variations to the specifications or options specified herein must be noted on the Exceptions Section.
5. Bidders may provide a price sheet that outlines additional options recommended for this type of vehicle. Such additional options will NOT be considered in the evaluation process. If an award is made to a Bidder that proposed such additional options, the District at its sole discretion, may consider such additional options and negotiate a mutually agreeable cost for them.

6. Proposed prices MUST be all-inclusive; this includes, but is not limited to all costs and charges for the equipment, materials, labor, expenses, warranty, and delivery of the vehicle to the District MOT yard located at 1019 Beaver Park Way, Galt CA 95632. Delivery must be FOB at this location. Please note that delivery is requested ASAP.
7. Bidders must include a complete list of specifications and options for the vehicle they intend to provide. (As built list).
8. Bidders must include manufacturer's printed standard specifications for the vehicle they intend to provide.
9. Bidders must provide standard warranty information, as well as available extended warranty options with their Submittal.
10. Bidders must indicate the lead time for delivery of the vehicle after an award is made.

## Submittal Format, Content, and Submission

Bidders shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Submittals that fail to meet these requirements and procedures.

### Submittal Format

- A. Bidders shall use only prescribed forms contained in the appendices to this RFB. Bidders may copy the forms for use in their bid submission, but substituted forms or formats are unacceptable.

### Submittal Content

Bidders shall include the information requested below in that order. Submittals that do not include all the requested information may be deemed unresponsive to the RFB and thus not considered.

Any material that a Bidder considers as confidential but does not meet the disclosure exemption requirements of applicable public disclosure laws, including but not limited to the California Public Records Act, should not be included in the Submittal, as it may be subject to disclosure and made available to the public. By submitting materials in response to this RFB, Bidders are (1) consenting to the release of such materials by the District if requested under any applicable public disclosure laws without further notice to them and (2) agreeing to indemnify and hold the District harmless for such release of the materials.

1. Proposed Costs

Bidders should download and use the Bid Sheet Template (Appendix A) to present their cost proposal. The bid sheet has two separate sections. Bidders shall complete Section 1 with all the required information. The total amount shall include all the costs, fees, and charges that to supply the requested vehicle. This should include but is not limited to base price, requested modifications, title and registration fees, delivery charges. **DO NOT INCLUDE ANY SALES OR USE TAX.**

At their discretion, Bidders may complete Section 2 of the Bid Sheet. Bidders who complete Section 2 should include all relevant details and information including prices, costs, and charges for the options offered. Information provided in Section 2 will NOT be used for evaluation purposes. Such information provided by a Bidder may be considered by the District at the conclusion of the evaluation if the purchase award is made to that Bidder.

In providing their costs, Bidders should note the following:

- All prices/costs quoted are firm and not subject to any conditions.
- All prices/costs quoted are fixed and available for 120 days.
- Prices/costs quoted cannot be a result of a collusion by Bidders to attempt to influence the outcome of this solicitation process

## 2. Statement of Exceptions

Bidders who take exceptions to any of the specifications in the Vehicle Specification section shall attach a statement of such exceptions. Said statement shall identify the particular specification or specifications, state the reason or reasons for the exception or exceptions, and detail any alternatives. The District will review the requests. The decision of the Purchaser on such exception requests will be final.

## Bid Submission

Bids must be submitted as Portable Document Format (PDF) attachments to an email addressed to [nlorenz@galt.k12.ca.us](mailto:nlorenz@galt.k12.ca.us). The email must be a direct email to the address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **RFB Box Truck**. Bids received other than through email or after the due date and time shall not be accepted.

## District's Evaluation / Selection Process

### Evaluation Process

This section describes the District's criteria for analyzing and evaluating the Submittals. It is the District's intent to award the purchase to the lowest responsive and responsible Bidder. The District's Chief Business Official will evaluate the Submittals for compliance with the terms of the RFB. The bid amount for each Bidder will be determined as follows.

#### **Bid Amount = Total Price (Section 1 of the Fee Sheet)**

This RFB does not in any way limit the District's right to solicit similar or identical products if, in the District's sole and absolute discretion, it determines the Bidder is not fully capable of satisfying its needs.

### Final Ranking

At the conclusion of the evaluation phases, the District will tabulate the bids and rank the Bidders according to their bid in order to determine the lowest responsive and responsible Bidder.

## Award and Method of Engagement

The District intends to award the purchase to the lowest responsive and responsible Bidder determined at the Evaluation Phase. The District will select this Bidder and commence negotiations with it. The selection of any Bidder shall not imply acceptance by the District of all terms of the Submittal, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory agreement cannot be negotiated in a reasonable time the District, in its sole discretion, may terminate negotiations with that Bidder and begin negotiations with the next lowest responsive and responsible Bidder.

When an agreement is successfully negotiated, the District will issue its purchase order to the successful bidder. The District will not pay any upfront costs, fees, or charges. The successful Bidder shall invoice the District for full payment of all agreed costs, fees, and charges at the time the vehicle is delivered to the District. Invoice shall be on a Net 30-day basis. The District will make payment to satisfy the invoice after it has reviewed, tested, and accepted the delivered vehicle.

The District shall deem a failure to timely deliver the vehicle to it, or a failure to deliver a vehicle that substantially conforms to the final agreed specifications a breach of the agreement. If the District deems such a breach of agreement, it may, in its sole discretion, select another firm to supply the vehicle, and may proceed against the original selectee for any losses and damages it suffers as a result of the breach.

# Terms for Receipt of Bids

## Errors and Omissions in RFB

Bidders are responsible for reviewing all portions of this RFB. Bidders are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFB. Any such notification should be sent by email to **nlorenz@galt.k12.ca.us** promptly after discovery, but in no event later than **4:00 P.M. (PST) on November 14, 2022**. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **ERRORS AND OMISSIONS FOR RFB Box Truck**. Modifications and clarifications will be made by addenda as provided below.

## Questions and Objections Regarding the RFB

Any questions and/or objections concerning the substance of this RFB including the specifications and options, requirements, and evaluation criteria must be submitted, in writing, via email to **nlorenz@galt.k12.ca.us** by **4:00 P.M. (PST) on November 14, 2022**. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **QUESTIONS FOR RFB Box Truck**. Bidders who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a “Questions and Answers” document will be developed from all submitted questions and posted on the District’s website. It is the responsibility of the potential bidders to check the website for the Questions and Answers document and any addenda.

## Change Notices

The District may modify the RFB, prior to the bid due date, by issuing an addendum, which will be posted on the District’s website. Bidders shall be responsible for ensuring that their Submittals reflect any and all RFB addenda issued by the District prior to the bid due date. Therefore, the District recommends that Bidders visit the website frequently, particularly during the run up to the bid due date, to determine if they have downloaded any and all addendum/addenda and documents.

## Term of Bid

Submission of a bid signifies that the proposed services and fees/cost are valid for 120 calendar days from the bid due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

## Revision of Bids

A Bidder may revise its Submittal on its own initiative at any time before the deadline for submission of bids. The Bidder must submit the revised Submittal in the same manner as the original. A revised Submittal must be received on or before the bid due date. In no case will a statement of intent to submit a revised Submittal, or commencement of a revision process, extend the bid due date.

At any time during the evaluation process, the District may require a Bidder to provide oral or written clarification of its Submittal. The District reserves the right to make an award without further clarifications of Submittals received.

## Errors and Omissions in Bid

Failure by the District to object to an error, omission, or deviation in a Submittal will in no way modify the RFB or excuse a Bidder from full compliance with the specifications of the RFB or any agreement awarded pursuant to the RFB.

## Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any Bidder in responding to this RFB. Submissions to the RFB will become the property of the District and may be used by the District in any way deemed appropriate.

## Reservation of Rights by the District

The issuance of this RFB does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response or procedure.
- Reject any or all Submittals.
- Reissue a Request for Bids.
- Prior to submission deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFB, or the requirements for contents or format of the Submittals.
- Procure any materials, equipment or services specified in this RFB by any other means; or
- Determine that no project will be pursued.

## No Waiver

No waiver by the District of any provision of this RFB shall be implied from any failure by the District to recognize or take action on account of any failure by a Bidder to observe any provision of this RFB.

## Protest Procedures

### Protest of Award

Within five (5) working days of the District's issuance of a notice of its intent to award the purchase to the lowest responsive Bidder, the next lowest responsive Bidder may submit a written notice of protest if it believes that the District has incorrectly selected another Bidder for award. Such notice of protest must be received by the District on or before the fifth working day after the District's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Bidder, and must cite the law, rule, local ordinance, procedure, or RFB provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

### Delivery of Protests

All protests must be received by their respective due dates. Protests must be delivered via email to **nlorenz@galt.k12.ca.us**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **RFB Box Truck**. Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.



## REQUEST FOR BIDS

### For a 12 to 15-Foot Box Truck Appendix A – Fee Sheet

Bidders should provide all information required in the below table and in the sequence requested. For ease, Bidders can copy and use the table to provide the required information.

Bidder Name: \_\_\_\_\_

Lead Time for Delivery: \_\_\_\_\_

Anticipated Odometer Reading at Delivery: \_\_\_\_\_

12 to 15- Foot Box Truck		
Section 1 (Required Information - Will Be Used For Evaluation)		
Vehicle Information (Year, Make, Model, Color)	Total Cost	
Section 2 (Options Information - Will Not Be Used For Evaluation)		
Proposed Option	Functionality	Total Cost

**Note: Total Cost for the Box Truck should include labor, materials, warranties, taxes - including sales tax - and any and all other fees. Prices are to be firm, fixed prices. Price shall be FOB Galt Joint Union Elementary School District.**

AUTHORIZED VENDOR SIGNATURE  
**PRIME POINT OF CONTACT**

**PROPOSAL SUBMITTED BY:**

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## REQUEST FOR BIDS

### For a 12 to 15-Foot Box Truck Appendix B – Specification Variance Form

#### **A SEPARATE FORM MUST BE SUBMITTED FOR EACH VARIANCE**

A bidder may bid on an equivalent item, but the item offered by the bidder must state in the bid form the brand with its number, if any, which he/she will furnish. Complete specifications for the equivalent item must be submitted with the bid or the bid will be considered non-responsible. The District shall be the sole judge of whether a proposed equivalent item is the equal of the item specified in the bid. If the bidder does not identify an equivalent item, it is understood that he/she will provide the brand and model number specified in the bid. The district reserves the right to waive minor variations in specifications, evaluate bid offerings and make awards considering the equipment being offered and its ability to perform the task for which it is being procured. Bids varying from District specifications in any major detail are not solicited and may be disqualified. The District's opinion shall be final.

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

#### **ITEM SPECIFIED IN THE BID**

Bid Page Number: \_\_\_\_\_

Technical Description Specified: \_\_\_\_\_

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#### **PROPOSED VARIANCE**

Include all information necessary to substantiate equivalency to the bid specifications

Manufacturer (If Any): \_\_\_\_\_

Model Number (If Any): \_\_\_\_\_

Technical Description (Also attach any appropriate manufacturer's literature, drawings, and performance data:

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**BIDDER MAY REPRODUCE AS MANY COPIES OF THIS PAGE AS REQUIRED**