

BIDDING INSTRUCTIONS FOR TYPE A SCHOOL BUSES

Bid Number: 1-1521
Bid Name: Head Start Bus
Economic Security Corporation
Head Start
Joplin, MO

A. INTENT - The Economic Security Corporation (ESC) is soliciting bids to purchase the school buses detailed in the attached documents. All buses must comply with the Federal Motor Vehicle Safety Standards and current Missouri School Bus regulations. Economic Security Corporation is interested in obtaining bids for two different Type A school buses:

- a.** A Type A school bus with at least 10 bench seats with lap belts and,
- b.** A Type A school bus with an electric/hydraulic wheelchair lift and at least 8 bench seats with lap belts

B. BID CLOSING/SUBMISSION DUE DATE and/TIME:

Monday, February 1, 2021 at 3:00 P.M. Central Time

All bids received by the closing date and time will be opened at 3:15 pm in the Central Office located at 302 South Joplin Avenue, Joplin, MO 64801. Vendors may attend the bid opening virtually by using the joining info below:

[Join with Google Meet](https://meet.google.com/ppk-qryk-ztg)

meet.google.com/ppk-qryk-ztg

Meeting ID

meet.google.com/ppk-qryk-ztg

Phone Numbers

[\(US\)+1 260-232-3362](tel:+12602323362)

PIN: 588 424 266#

C. INSTRUCTIONS TO BIDDER

Filling out Forms

1. This invitation to bid encompasses the furnishing of Type A school bus unit(s), for Economic Security Corporation. Because we anticipate purchasing stock buses, it is important for the bidder to indicate if general specifications are exceeded or if a variance exists. Comments regarding exceeded specifications, variances to specifications and additional equipment provided can be included in the box next to the specification and/or in the space provided immediately after the specification table.
2. All original bids must be submitted on the provided forms. Forms may be reproduced in full for submission of multiple bids.
3. Read the complete *Invitation to Bid* first before filling out any forms. If you spoil your bid forms, new ones will be furnished upon request. Incorrectly completed bid forms may result in rejection of your bid.
4. All questions must be answered and the bid forms must be fully completed. Incomplete bids may be rejected.
5. All pages marked “Return this page” must be submitted/returned.

6. All pages of the *Invitation to Bid* that contain a signature **MUST** be signed with an original handwritten signature by an authorized agent of the bidder in order for the bid to be considered for funding.
7. Although no quantities are guaranteed, we anticipate the purchase of 1-3 buses.
8. Identically equipped buses may be submitted on a single bid. **Otherwise, individual buses equipped differently must be submitted with their own spec sheets and pricing page.**

D. QUESTIONS ABOUT BID

Bidders are encouraged to ask questions or request technical help in filling out forms, if needed. The bidder may submit any questions about the bid or bid process to Jeff Goldammer at 417-627-2006. Bidders are cautioned not to lobby other agency employees or disrupt agency business.

E. OPTIONS FOR RETURNING BID:

1. Bids may be mailed or delivered using the enclosed bid forms only. Bids will not be accepted via email.

2. Mail or deliver to:

Economic Security Corp SW Area
Attn: Jeff Goldammer/Sealed Bus Bid
302 S. Joplin Street
Joplin, Missouri 64801

3. All bids mailed or delivered must be submitted in a sealed package with the words marked clearly on the outside of the package:

“DO NOT OPEN”
Sealed Bus Bid #1-1521 Enclosed

4. It is the bidder’s responsibility to ensure that this information is legible and easily seen. A bid opened before submission deadline will be disqualified if the opening results in disclosure of the bid.
5. Sealed bids may be mailed or hand delivered, but **MUST** be received in the offices of Economic Security Corporation of SW Area (ESC) by:

Monday, February 1, 2021 at 3:00 P.M. Central Time

6. Economic Security Corporation of SW Area will not be responsible for misdirected mail or delivery.

TYPE A SCHOOL BUS SPECIFICATIONS

CONSTRUCTION EXTERIOR DESIGN

General Specification	Mark E if exceeds, Mark V if not met.	Exceed or Variance comment
New model type A yellow school bus.		
School Bus have at least ten, 39 inch bench seats with lap belts if not lift-equipped		
If equipped with a wheelchair lift , School Bus must have at least eight, 39 inch bench seats with lap belts		
Bus will meet or exceed all Federal Motor Vehicle Safety Standards (FMVSS) and Missouri State School Bus rules and regulations in effect at time of delivery.		
Vendor will supply service manual or software (CD) for the bus body.		
Vendor will supply parts manual, software (CD), or web site access, for the bus body.		
Vendor will supply bus body electrical schematic		
Vendor will supply standard manufactures warranty.		
Dual rear wheels		
School Bus must have tinted windows		
School Bus must have white roof		
School Bus must have roof mounted strobe light wired to operate independently with dash switch		

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Push out windows each side of School Bus as required by State of Missouri.		
Roof mounted escape hatches as required by State of Missouri.		
Rear Door with vandal lock.		
Must have gas engine with automatic transmission.		
Dealer will apply School Bus lettering and numbers		
Bus must have reflective "School Bus" decal on front and rear.		
One or two inch reflective material around exits, rear and sides of bus as required.		
Maintenance Free, heavy duty battery(s)		
SERVICE DOOR		
Service door with emergency opening capability.		
Outward opening split type door.		
Handrail(s) at front entrance door to extend to bottom step.		
WHEELS and TIRES		
The chassis shall be equipped with six (6) wheels and rims. Wheels (rims) shall be gray or black.		
Bus will be equipped with new all-season tires.		
LIGHTS		
Halogen or LED, dual headlights.		
Halogen or LED, 8 way lamps.		
All other interior/exterior lighting to be LED.		
MIRROR SYSTEM		

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Driver's view of mirrors through windshield shall be unobstructed.		
Drivers Interior Mirror - Minimum of 6 inches by 16 inches in size.		
All exterior side mirrors will be heated and remotely controlled.		
SAFETY ITEMS		
Fire Extinguisher: one (1) per bus, 5 lbs. with hose and current year inspection tag.		
Missouri first aid kit, metal box.		
Body fluids clean-up kit, metal box.		
Triangle warning devices.		
Backing horn mounted in rear bumper area of the bus 112 dB minimum rating.		
INTERIOR DESIGN		
Bench style seats with safety belts, (no integrated child restraints)		
AM/FM Radio with CD player		
Dash controlled front and rear heat and air conditioning. 70,000 Btu dual compressor a/c.		
Four interior lights, minimum		
Empty/passenger bus check system.		
DELIVERY		
Buses shall be delivered prior to May 17, 2021.		

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Delivery will be to ESC's North Joplin Head Start, 1200 N. Main Street, Joplin MO 64801.		
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Describe key features of the electric/hydraulic wheelchair lift, if equipped:

ADDITIONAL SPECIFICATION NOTES:

Provide Model Year - _____

Provide air conditioning and heating Btu - _____

Provide warranty terms - _____

Chassis Manufacturer: _____

Engine Manufacturer: _____

VIN Number: _____

** (If bidding multiple units with identical specs, provide the VIN numbers here):

BIDDER CONTACT INFORMATION:

In order to complete the evaluation process faster, list the name, address, phone number, fax number, and email address of the person capable of answering any questions that may arise during the evaluation process. (Please Print)

Company Name: _____

Attention: _____

Address: _____

City/ST/Zip: _____

Phone: _____ Fax: _____

Email: _____

Company Federal Tax ID # _____

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ADDITIONAL OPTIONS PROVIDED WITH THE SCHOOL BUS EXCEEDING THE SPECIFICATIONS

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****PROVIDE A SEPARATE SEATING DIAGRAM WHICH INCLUDES SEAT WIDTHS.
Bidder may replace this page with their own diagram or document.**

Economic Security Corporation - Terms and Conditions

1. GENERAL

- A. It is the purpose and intent of this Invitation to Bid (ITB) to purchase the Type A school buses listed herein for Economic Security Corporation of Southwest Area (ESC).
- B. The undersigned agrees to quote only on the items that can be delivered to the Economic Security Corporation in accordance with the terms and conditions set forth in this bid document.

2. QUOTATIONS

- A. Economic Security Corporation reserves the right to:
 - 1) Waive formalities and technicalities in any quotation.
 - 2) Reject any and/or all quotations wherein its judgment, it will be in the best interest of ESC.
 - 3) Accept the quotation that in its judgment will be in its best interest
 - 4) Purchase from any source, in part or in whole, any desired supplies, equipment or services.
 - 5) At its option, award on individual item(s) or on a lump sum basis.
 - 6) Award this bid to the vendor who in ESC's opinion is most responsive, responsible and will perform in the best interest of ESC.
- B. Price alone will not be the determining factor in award of this bid.
- C. Bids shall be firm for at least 60 days after bid opening.
- D. The supplier may give quotations on any one or more items and may offer alternates where indicated. No substitutes will be accepted once order is placed.

3. PRICES: Unit and total prices quoted shall include all charges to include, but not limited to, purchasing and delivery of the buses to Economic Security Corporation (ESC) North Joplin Head Start at 1200 North Main, Joplin MO 64801. ESC is exempt from State sales tax.

4. TRADE NAME: Suppliers are required to indicate brand name and model of buses and optional equipment quoted. Generally, brand names and models listed in the specifications are used as a standard of quality and are not meant to limit competition.

5. CONTRACT PERIOD: This is a one-time purchase.

6. RESPONSE, INTERPRETATION, AND COMMUNICATION: Response shall be on the bid forms provided only. If you do not wish to bid, respond with "No Bid" and give reason for this response.

7. DELIVERY: Delivery of all materials and equipment from this quotation shall be FOB destination to the address specified on the purchase order. Delivery shall be made within the vendor's quoted days after receipt of order. Immediate delivery is desired. Any item(s) not delivered within the time limit may be canceled by ESC at no expense to same.

8. INSPECTION: All buses shall be subject to inspection after arrival at destination. If any bus is found to be defective or otherwise not conforming to the specifications, ESC shall have the right to reject the bus and return it at the sellers' expense. Defects, unacceptable warranty service, or unacceptable availability of parts shall be corrected on a timely basis.

9. PAYMENT: Payment shall be made upon receipt, inspection, acceptance of the materials at destination and receipt of proper itemized invoices.

10. BID RECAP: A bid summary shall be sent to all participating vendors.

11. EQUAL OPPORTUNITY POLICY: Vendors shall abide by ESC's non-discrimination policy. The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

12. The vendor/contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Such action shall include, but shall not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay, or other forms of compensation, and training.
13. It is the further policy of the ESC Board to insure equal opportunity for minority owned businesses and minority professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board, which are competitively bid by the Board.
14. **CERTIFICATION REGARDING NON-COLLUSION:** The undersigned hereby certifies that the price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid. The bidder, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The bidder understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.
15. **CERTIFICATION REGARDING DEBARMENT:** The undersigned hereby certifies and swears that neither this vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
16. **CONFLICT OF INTEREST:** The undersigned hereby certifies and swears that any less than arm's length relationship or other potential conflict of interest with ESC, ESC management or ESC Board of Directors is reported by attaching a document describing the potential conflict and submitting this document with the vendor's bid package.
17. **HOLD HARMLESS:** The successful bidder shall indemnify and hold harmless Economic Security Corporation of Southwest Area, its officers, officials, representatives, agents and employees, from and against any and all claims, demands, suits, loss, damage, injury, and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, except where caused by the active negligence, sole negligence or willful misconduct by ESC. This hold harmless clause is in no way an admission of liability on the part of ESC, or any of its agents, representatives, or employees.

I have read the Terms and Conditions included with the bid package:

Please Initial: _____

Invitation for Bid -Pricing Page

Prospective bidders are hereby invited to submit their bid on the following item (s) as per the attached specifications and requirements. Enter total bid price for each item, as specified.

Vehicle Description	Purchase Price	Lift Equipped? Yes or No

Bid MUST be Signed to be Valid

The bidder hereby agrees to furnish the item(s) listed above at the price quoted, pursuant to all requirements and specifications contained in this *Invitation for Bid*, upon the receipt of an authorized Purchase Order. The bidder agrees that the language in the *Invitation for Bid* shall govern in the event of a conflict with the language in the bid.

I certify that I have read the contract terms and conditions and do hereby agree with them as stated. I understand that a vendor that does not adhere to these terms and conditions shall be subject to removal from the bidder's list for a minimum of one year. I further certify that I am the owner or agent of stated company and am empowered to contract.

Company Name: _____

Authorized Signature: _____

Printed Name of Signer: _____

Signer's Title: _____