



**GARLAND INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
501 S. Jupiter
Garland, Texas 75042**

**REQUEST FOR QUOTATION #408-17
ON: SALE OF USED SCHOOL BUSES**

July 25, 2017

PLEASE SUBMIT QUOTE NO LATER THAN 10:30 A.M. LOCAL TIME ON August 15, 2017. Mark the sealed return envelope in the lower left hand corner with RFQ #, time, and due date, as noted above. (Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to 10:30 A.M. the first date the district is open to conduct business.)

All vehicles must be removed from the Garland Independent School District (GISD) premises between August 21, 2017 (or date of award) and August 24, 2017.

This Request For Quote includes Process Overview, Instructions to Proposers, Certifications, Terms and Conditions, RFQ Specification and Quote Forms. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

Company/Submitters Name

Address

City

State

Zip

Signature

Printed Name

Email Address

Telephone #

Fax #

Mark A. Booker

Mark A. Booker
Director of Purchasing

PROCESS OVERVIEW: This section outlines the steps in the procurement process.

Vehicle Viewing	August 2, 2017 – August 3, 2017 8:00 a.m. to 4:00 p.m.
Deadline for Questions	August 4, 2017, 4:00 p.m. CST
Response to Questions	August 7, 2017, 4:00 p.m. CST
Deadline for Submitting Quote(s)	August 15, 2017, 10:30 a.m. CST
Award Notifications sent	August 17, 2017
Received and Vehicle Pick Up	August 21 – 24, 2017

Viewing of all buses and vehicles will be held August 2, 2017 and August 3, 2017 from 8:00 a.m. to 4:00 p.m., at GISD Transportation Department, located at 326 Stadium Drive, Garland, Texas 75040. Please sign in at the receptionist desk prior to viewing the Buses for Sale. Any questions as it relates to the bus inventory for sale at the Pre-Bid viewing shall be directed to **Mr. Tom Vaughan, Assistant Director of Transportation at 972-487-4929.**

1. INSTRUCTIONS TO PROPOSERS

1.1 Submission of Quotes:

- 1.1.1. For clarification of the specification(s) of this Request For Quote, proposer may contact:

Janet Curtis-Fuller, Buyer at 972-487-3092

The individual listed above may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the Garland ISD Director of Purchasing.

- 1.1.2. **All addenda will be issued via the district website at www.garlandisd.net/departments/purchasing/currentbids.asp (Current Bid List). All addenda, if required, will be posted on the aforementioned website by August 7, 2017 at 4:00 p.m., CST. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses.**
- 1.1.3. Questions pertaining to proposing procedures should be directed to Purchasing Department, Garland ISD. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the Purchasing Department in writing by, August 4, 2017, 4:00 p.m. You may submit this information via fax to 972-487-3097 or email to jcfuller@garlandisd.net.
- 1.1.4. **PLEASE PROVIDE ONE (1) ORIGINAL AND ONE (COPY) OF QUOTE RESPONSE! ENSURE THE ORIGINAL AND COPY ARE CLEARLY LABELED.**

- 1.1.5. Hand-carried quotes or quotes submitted via carrier service are to be delivered to:

Garland ISD Purchasing Department
501 S. Jupiter, Garland, Texas 75042

Quotes submitted via the U. S. Postal Service are to be mailed to:

Garland ISD Purchasing Department
P. O. Box 469026, Garland, Texas 75046-9026

Clearly mark all Quote envelopes as instructed on the front page. Allow sufficient transit time.

NOTE: Delivery of Quote envelope to other Departments within the Garland Independent School District is not considered as delivery to the Purchasing Department.

- 1.1.6. Once completed and signed, return your Quote form to the Garland ISD Purchasing Department (as instructed above).
- 1.1.7. Quotes received at the GISD Purchasing Department after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late quotes.
- 1.1.8. Oral or telegraphic quotes transmitted via the District's facsimile machine or by email are not acceptable. **DO NOT FAX OR EMAIL YOUR QUOTES.**
- 1.1.9. Quotes must be signed by an authorized individual to contractually bind their firm when submitting the Quote. Failure to sign the Quote will be considered as a "mistake in Quote", and the Quote will be rejected as "non-responsive".
- 1.1.10. All pages of this RFQ are to be returned with your quote. It is the proposer's responsibility to ensure the number of pages received is the same number listed on the front of this document. Proposer shall contact the Purchasing Department if discrepancies exist.
- 1.1.11. All prices must be typed or written in ink on the appropriate specification/pricing form(s). Quotes written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Quote. Should errors in multiplication or addition of a unit price against a total price occur, the unit price shall govern. All pricing proposed for products and/or services shall constitute entire consideration due.
- 1.1.12. No Quote may be withdrawn prior to opening of quotes without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Quotes become the property of Garland ISD upon receipt.
- 1.1.13. A quote that has been opened may not be changed for the purpose of correcting an error in the proposed price. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) quote [Local Government Code Subchapter B, Sec. 271.026].

- 1.1.14. Proposers desiring a bid tabulation sheet resulting from this Request For Quote may visit our web site at www.garlandisd.net/departments/purchasing/bidtabulation.asp. The tabulations will be posted once the GISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at 972-487-3009 and we will forward you a copy via email.
- 1.1.15. Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form - Attachment C. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.

Award/Evaluation of Quotes

- 1.2.1. The Garland Independent School District Board of Trustees reserves the right to accept or reject all or any part of any quote received, waive minor formalities/technicalities and award the quote deemed to be most advantageous to the Garland Independent School District.
- 1.2.2. The District reserves the right to award to a single vendor, multiple vendors, each line item separately or in any combination it determines to be in its best interest, unless the bidder states otherwise. Quotes shall cover the entire program as described herein. Bidders shall also include copies of any contracts required by the vendors.
- 1.2.3. Tie quotes, which are **equal in all respects**, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise RFQs, which reflect a tie in price, only may be awarded pursuant to the permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth in paragraph 1.2.10. below.

2. CERTIFICATIONS

- 2.1 By signing this Request for Quote, the undersigned bidder affirms that its company, corporation, firm, partnership or individual has not prepared this RFQ in collusion with any other bidder and that the contents of this RFQ as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this RFQ.

- 2.2 The person whose signature appears on the cover page of this Request for Quote hereby certifies (by signing this document) that the individual and/or firm on whose behalf this RFQ is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this RFQ.
- 2.3 By signing this Request for Quote, the bidder hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any Sale/Purchase resulting from this RFQ, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of bidder to sign RFQ will render RFQ null and void.

3. TERMS AND CONDITIONS

- 3.1 Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Tex. Govt. Code Ch. 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Bidders should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information before responding to this invitation.
- 3.2 No Smoking or use of any tobacco products are permitted on GISD school property.
- 3.3 This RFQ invitation and any resulting award(s) shall be interpreted within the laws of the State of Texas.
- 3.4 School Buses referenced for sale within this Request for Quote shall be "sold as is", "where is" condition.
- 3.5 All RFQ prices shall remain firm. No exceptions.
- 3.6 No freight/delivery will be paid by the Garland Independent School District.
- 3.7 Awarded Buyer is responsible for the removal of (all) School Buses at no expense to the GISD.
- 3.8 **Potential Buyer may submit a quote on one, multiple, or all of the School Buses referenced for sale within this RFQ. If quoting on multiple vehicles, please state 1st, 2nd, 3rd choice accordingly next to the quoted price for each vehicle.**
- 3.9 **All sales are final and contingent upon the following criteria:**
- 3.10 After official notice of award, awarded buyer shall provide **full payment** of (ALL) awarded school buses within 5 working days (Monday through Thursday) of award notice date in the form of **cashier check**. Cashier Check shall be made payable to the Garland ISD and is to be delivered directly to the Garland ISD Purchasing Department Secretary. Upon receipt, awarded vendor shall schedule pick up of all awarded school buses. GISD reserves the right to award school buses to the next highest bidder if funds have not been received within 5 workings days.

- 3.11 Payment shall be made with certified funds only. **No cash or personal checks will be accepted.**
- 3.12 Pick up and removal of School Buses shall be scheduled with Mr. Tom Vaughan, Assistant Director of Transportation at 972-487-4929. Pick up and removal of school buses shall be made between the hours of 8:00am and 3:00pm on date(s) agreed to between Mr. Tom Vaughan and the awarded (Buyer) within 5 working days after official receipt of payment mentioned above. If awarded School Buses are not removed after 30 days of award, GISD will refund all monies minus \$1,000 administration fee for each School Bus.
- 3.13 Titles paperwork, keys and vehicle service history will be provided at time of vehicle pickup to the awarded buyer. Positive identification with verifiable current address must be provided. Vehicle title buyer section will be completed at time of sale and assigned to the awarded buyer only with no third party assignments. Blank buyer assigned "open ended" titles will not be given out.
- 3.14 TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, SUPPLIER AND ITS AGENTS, PARTNERS, EMPLOYEES, AND CONSULTANTS (COLLECTIVELY "INDEMNITORS") SHALL AND DO AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY DISTRICT, AND HOLD HARMLESS THE DISTRICT, REPRESENTATIVES OF THE DISTRICT, AND ITS MEMBERS OF THE BOARD OF TRUSTEES, ADMINISTRATORS, OTHER EMPLOYEES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS AND EXPENSES, INCLUDING ATTORNEY FEES, OF ANY NATURE, KIND, OR DESCRIPTION (COLLECTIVELY "LIABILITIES") OF ANY PERSON OR ENTITY WHOMSOEVER ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE PERFORMANCE OF SERVICES, OR PROVISION OF GOODS, BY VENDOR PURSUANT TO THIS CONTRACT, OR ANY PART THEREOF, OR ANYONE FOR WHOSE ACTS IT MAY BE LIABLE EVEN IF IT IS CAUSED IN PART BY THE NEGLIGENCE OR OMISSION OF ANY INDEMNITEE, SO LONG AS IT IS NOT CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY INDEMNITEE.

**GARLAND INDEPENDENT SCHOOL DISTRICT
SPECIFICATION (PAGE 1)
COMPANY NAME: _____**

I - LIST OF SCHOOL BUSES FOR SALE

General Information – All Buses:

- *All buses are equipped with air conditioning.
- *Mileages are current estimates and may be greater at time of sale.
- *All sales are final. No warranties are expressed or implied.
- *Vehicles purchased must be removed from GISD lot not later than August 24, 2017
- *Minimum proposal quote price per bus \$6,500

UNIT	YEAR	MAKE	VEHICLE DESCRIPTION	VIN NUMBER	ODOMETER
1226	2002	INTERNATIONAL	71 PASSENGER BUS	1HVBABN62B944450	161,135
1232	2002	INTERNATIONAL	71 PASSENGER BUS	1HVBABN12B944467	165,350
1265	2003	INTERNATIONAL	71 PASSENGER BUS	4DRBRABN93B960421	166,791
1266	2003	INTERNATIONAL	71 PASSENGER BUS	4DRBRABN83B960426	181,696
1288	2004	INTERNATIONAL	71 PASSENGER BUS	4DRBRABN34B973036	178,213

**GARLAND INDEPENDENT SCHOOL DISTRICT
SPECIFICATION/PRICING FORM (PAGE 2)**
COMPANY NAME: _____

GISD UNIT	QUOTE PRICE (Minimum \$6,500 per bus)	IF QUOTING FOR MULTIPLE BUSES, PLEASE SPECIFY 1 ST , 2 ND , 3 RD ETC., CHOICE PREFERENCE
1226	\$	
1232	\$	
1265	\$	
1266	\$	
1288	\$	