



*Oro Grande School District*

---



## Request for Proposal 2020 Fleet Vehicles

**RFP No:** 19-20-04

**Requestor:** Morgan Shearer

**Phone No:** (760) 243-5884 x 458

**Fax No:** (760) 859-3009

**Email:** [Morgan\\_shearer@orogrande.org](mailto:Morgan_shearer@orogrande.org)

**Request for Proposals Issued:**  
January 22nd, 2020

**Deadline for Responses:**  
February 12th, 2020 By 1:00 pm

**Return Responses to:**  
Oro Grande School District  
Attn: Morgan Shearer  
19900 National Trails Hwy  
Oro Grande, CA 92368

## REQUEST FOR PROPOSAL FOR FLEET VEHICLES

Oro Grande School District ("District") is requesting proposals from qualified Dealers to provide the District with new fleet vehicles as listed in Attachment "1". The selected dealer will be responsible for meeting or exceeding all vehicle specifications listed in this Request for Proposal (RFP).

Proposals received after the deadline will be returned unopened. Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the District. The District reserves the right to request additional information or clarification if needed, upon review of your Proposal.

This Request for Proposal should not be construed as a guarantee of business or contract. The objective of this RFP is to select a dealer which, based on the content and evaluation of the proposals received, will best serve the needs of the District at this time. However, the District may also, upon review of proposals, elect not to award a contract to any respondent.

Questions regarding this RFP may be submitted by email or phone to:

- Morgan Shearer - [morgan\\_shearer@orogrande.org](mailto:morgan_shearer@orogrande.org) - 760.243.5884 x 458

## INSTRUCTIONS, TERMS AND CONDITIONS

1. INSTRUCTIONS AND USE OF FORMS. In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete, sign and return Attachment "1" as their response to this RFP.
2. ACCEPTANCE OF INSTRUCTIONS, TERMS AND CONDITIONS. By signing and submitting a response to this RFP the dealer acknowledges receipt and acceptance of these Instructions, Terms and Conditions. Dealer is not required to provide pricing on all vehicles listed within RFP.
3. ACCEPTANCE OR REJECTION OF RESPONSES.
  - a. Proposals will be evaluated by District personnel familiar with the requirements of this RFP and the needs of the District.
  - b. The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified organizations.
  - c. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs.

- d. The District reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
  - e. Dealer agrees that failure on its part to list all cost components related to the purchase will not be accepted by the District as an acceptable justification to re-quote the proposal.
  - f. Dealer acknowledges that the original proposal and costs provided stand. However, the dealer has the option of withdrawing a proposal at any time until a final contract is executed.
  - g. The District reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
  - h. The District reserves the right to negotiate terms and scope of work with the highest ranked dealer. If an agreement cannot be negotiated, the District reserves the right to negotiate with any other dealer.
  - i. A final contract will be awarded to the most competitively priced and qualified proposal. Although price is of prime consideration, it is not the sole determining factor. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, previous experience and performance, conformity to specifications in Attachment "1", delivery schedule, compatibility, other costs, other objective and accountable factors which are reasonable and any other considerations that may be deemed relevant by the District.
  - j. The District also reserves the right to select one or more dealers to provide the vehicle(s) as specified. The District may, at its option, request additional information or ask for clarification from respondents, if necessary.
4. SUBMISSION OF PROPOSALS. Proposals may be submitted in person to the Purchasing Manager at the District Office, 19900 National Trails, HWY, Oro Grande, Ca 92368, in writing to the Purchasing Manager, Oro Grande School District, PO Box 386, Oro Grande, CA 92368, or via email to the Purchasing Manager at [morgan\\_shearer@orogrande.org](mailto:morgan_shearer@orogrande.org). All forms of submission shall be delivered prior to the deadline listed. All proposals received after the bid deadline shall be returned to the Vendor unopened.
5. PROPOSAL PROTESTS. The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this RFP:
- a. Any protest must be submitted in writing to the Purchasing Manager, Oro Grande School District, PO Box 386, Oro Grande, CA 92368, before 3:00 p.m. on the fifth (5<sup>th</sup>) business day following the District's notification of its intention to award a contract pursuant to this RFP.
  - b. Only organizations who submitted a proposal in response to this RFP may file a protest.
  - c. Protests must contain the following specific information:
    - i. Protestor's name, address, phone and email address;
    - ii. Date on which protestor's Response was submitted to the District;
    - iii. Protestor's specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.

- d. The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
  - e. The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
  - f. If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District RFPs or contracts.
- 6. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.
  - 7. **NO CONTACT WITH BOARD OF TRUSTEES.** Respondents may not contact any member of the Oro Grande Board of Trustees (or any District employee, except as provided herein) regarding this RFP, unless specifically invited to an interview conducted by the Board.
  - 8. **NON-DISCRIMINATION.** The Oro Grande School District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law.
  - 9. **HOLD HARMLESS.** The Dealer shall defend, indemnify, and hold the District, its officers, agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the dealer's performance under this contract.
  - 10. **DELIVERY.** Vehicles must be delivered or be available within a 25 mile radius of the District for pick-up. Vehicle shall be made available no more than 30 days after the Dealer receives a purchase order.
  - 11. **LENGTH OF CONTRACT.** The contract shall remain in effect as long as 2020 vehicles are available to the Vendor in new condition.
  - 12. **ADDITIONAL OPTIONS.** All factory options shall be available and priced at dealer cost plus up to ten percent for an addition or dealer cost minus up to ten percent for deletion in accordance with the manufacturer's price list in effect at the time of the bid opening. All options added or deleted shall be shown as a separate line item on the invoice.

## ATTACHMENT “1” – REQUESTED VEHICLES BID FORM

*Please complete this form, sign and return it with your proposal*

COMPANY:	DATE:
MAILING ADDRESS:	PHONE:
CITY:                      STATE:      ZIP:	EMAIL:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:
AUTHORIZED SIGNATURE:	PRINTED NAME:
	DATE:

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
Ford Edge SEL or Similar Vehicle	5 passenger SUV	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	250+ horsepower	\$ Discount (at time of bid):	
	29+ Highway MPG	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Blind Spot Sensor	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Lane Departure Warning	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	
	Bluetooth Phone Connectivity		

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
Ford Edge Titanium or Similar Vehicle	5 passenger SUV	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	250+ horsepower	\$ Discount (at time of bid):	
	29+ Highway MPG	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Blind Spot Sensor	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Lane Departure Warning	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	
	Bluetooth Phone Connectivity		

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
F-150 or Similar Vehicle	3 passenger Truck	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	280+ horsepower	\$ Discount (at time of bid):	
	2-Door	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Tow/Haul Mode	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Bluetooth Phone Connectivity	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	



Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
F-150 or Similar Vehicle	6 passenger Truck	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	280+ horsepower	\$ Discount (at time of bid):	
	4-Door	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Tow/Haul Mode	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Bluetooth Phone Connectivity	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
F-250 or Similar Vehicle	3 passenger Truck	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	375+ horsepower	\$ Discount (at time of bid):	
	2-Door	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Tow/Haul Mode	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Bluetooth Phone Connectivity	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
F-250 or Similar Vehicle	6 passenger Truck	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	375+ horsepower	\$ Discount (at time of bid):	
	4-Door	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Tow/Haul Mode	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Bluetooth Phone Connectivity	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
Transit Connect XL or Similar Vehicle	7 passenger Van	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	150+ horsepower	\$ Discount (at time of bid):	
	29+ Highway MPG	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Back-up Camera	Taxes:	
	Rear Collision Warning	Fees:	
		Final Price:	
		Estimated Lead Time:	
		Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	

Oro Grande School District Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
Van or Similar Vehicle	8 passenger Van	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - Gray, Silver or White only	MSRP:	
	280+ horsepower	\$ Discount (at time of bid):	
	27+ Highway MPG	OR	
	Leather Interior w/power driver and passenger seat adjustments	% off MSRP (at time of bid):	
	Blind Spot Sensor	Taxes:	
	Automatic Emergency Braking	Fees:	
	Back-up Camera	Final Price:	
	Rear Collision Warning	Estimated Lead Time:	
	Lane Departure Warning	Pricing shall be valid through 12/31/2020. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the District.	
	Bluetooth Phone Connectivity		