

Fayette County Public Schools Purchasing Department
Request for Quote 23-007-076

*Chevrolet Silverado/GMC Sierra 3500 HD, Ford F350 Super Duty, or Dodge Ram 3500
Truck for Fayette County Public Schools*

The Fayette County Public Schools Purchasing Department (hereinafter FCPS) invites you to participate in a request for quote (RFQ). This RFQ will consist of providing and delivering a new Chevrolet Silverado/GMC Sierra 3500 HD, Ford F350 Super Duty, or Dodge Ram 3500 Truck to Fayette County Public Schools Transportation Department, within the school district. The most responsive and responsible respondent will provide installation and demonstration upon delivery to each facility.

Responses to this request for quote are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at Facilities Services, 245 Booker Avenue, Fayetteville, Georgia 30215. Quotes received after the specified date and time will not be considered.

Vendors are instructed to carefully read all items, conditions, terms, specifications, and attachments herein and referenced before completing their quote. Failure to comply with any requirements of the RFQ may be a cause for rejection.

Instructions to Respondents

1. Schedule of Events

RFQ Released	Friday, October 14, 2022
Questions Due	Thursday, October 20, 2022
Addenda Issued (if applicable)	Friday, October 21, 2022
Response Due	Before 10:00AM (EST), Thursday, October 27, 2022
Anticipated Review Date	Late October 2022
Anticipated Purchase Order Date	Late October 2022
Anticipated Completion Date	November 2022

2. Respondent Registration

- 2.1. Respondents are encouraged to register with the issuing agent, Jamie Marrero, by sending an email to marrero.jamie@fcboe.org after reviewing this solicitation. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a response.

3. Project Documents and Forms

- 3.1. Documents and forms required for submission as part of this RFQ can be found on the FCPS Purchasing Department website. Failure to include required submissions listed herein may result in a rejection of

the response. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

4. Response Delivery

- 4.1. Responses may be submitted electronically, by mail, or hand-delivered to Facilities Services, 245 Booker Avenue, Fayetteville, Georgia 30215, Attention: Purchasing Department.
- 4.2. Quote openings will occur at the date and time specified at the address above.
- 4.3. No faxed or telephone responses will be accepted or considered.
- 4.4. Responses may be emailed to the issuing agent if meeting the following guidelines:
 - 4.4.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred)
 - 4.4.2. All response documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

5. Attachments

- 5.1. Any specification listed with “Must Include Attachment” should include a document within the response conforming to standards set forth.
- 5.2. All attachments must be marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

6. Response Format Requirements

- 6.1. The response should be typed and legible using a Sans-based font in 12 point size or greater as well as formatted to comply with accessibility standards (see ADA and Section 508 compliance below).
- 6.2. The solicitation document has been carefully organized. All sections, specifications, requirements, and appendices are numbered; therefore responses should be organized in the same manner referencing the solicitation document when necessary.
- 6.3. All pages should be numbered and contain page headings or footers with the respondent's name and the solicitation title and number.
- 6.4. Multiple Response from the Same Respondent
 - 6.4.1. Respondents may submit more than one response when offering multiple alternatives.
 - 6.4.2. Responses must be separate and each should conform to all terms and conditions within the solicitation.
 - 6.4.3. Responses must be labeled separately to easily identify differing responses from the same respondent.

Scope of Work and Specifications

1. Scope of Work

- 1.1. The purpose and intent of this Request for Quote is to secure firm pricing to provide a Chevrolet Silverado/GMC Sierra 3500 HD, Ford F350 Super Duty, or Dodge Ram 3500 Truck that meet or exceed the

specifications listed within this solicitation. This vehicle will be delivered to our Transportation Department, which is located at; 939 Goza Road, Fayetteville, Georgia 30215. If the awarded dealer is within a 20 mile radius of our Transportation Department; the Bus Shop Supervisor, George Davis, or his assigned designee would be available to pick up the vehicle. (Which would not require a delivery charge to be added to the invoice)

2. Specifications

- 2.1. Chevrolet Silverado/GMC Sierra 3500 HD, Ford F350 Super Duty, or Dodge Ram 3500 Truck -NEW (Year: 2021/2022)
 - 2.1.1. 2 and/or 4 Door Trucks are acceptable options
 - 2.1.2. 4 Wheel Drive *Optional*
 - 2.1.3. 1 Ton Truck (Minimum)
 - 2.1.4. Vehicle Color: White
 - 2.1.5. V8 Automatic Transmission
 - 2.1.6. Fuel: Gasoline
 - 2.1.7. Dual Rear Wheels
 - 2.1.8. 4" Tube Type Step Assist
 - 2.1.9. 9' Length Tool Box Bed (20" Deep)
 - 2.1.10. Trailer Brakes
 - 2.1.11. Tow Package
 - 2.1.12. Power Windows
 - 2.1.13. Power Locks
 - 2.1.14. Cruise Control
 - 2.1.15. Trailer Mirrors
 - 2.1.16. Cargo Light
 - 2.1.17. HD Floor Mats
 - 2.1.18. Tow Hooks/Rings
 - 2.1.19. Lift Gate
 - 2.1.20. Accessory Switches for Add-on Auxiliary Lighting (If Available)
 - 2.1.21. Three (3) Keys/Fobs

General Terms and Conditions

FCPS's General Terms and Conditions are posted on the Purchasing Department website under the heading of Vendor Terms, Conditions, and Forms at <https://www.fcboe.org/Page/2707>. By submission of a response, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Special Terms and Conditions

1. Quote Opening

- 1.1. Quotes will be opened at the date and time provided in the schedule of events. All results will be publicly posted on the FCSD website once an award recommendation is made.
- 1.2. Quote openings are open to the public.

- 1.3. Quotes must be marked with the RFQ number.
- 1.4. Electronically delivered quotes will utilize the timestamp generated on the email.
- 1.5. Quotes must conform to the guidelines listed herein.
- 1.6. Quotes received late will be marked “non-responsive” and may not be considered at the sole discretion of the FCPS Purchasing Department.
2. Questions
 - 2.1. All questions concerning this solicitation must be submitted in writing by email to the issuing agent.
 - 2.2. No questions other than written will be accepted and only answers provided via addenda shall be binding.
3. Award Oversight
 - 3.1. The awarded respondent will report to George Davis, Bus Shop Supervisor, or their designee.
4. Cooperative Purchasing
 - 4.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the third party.
5. Quote Evaluations
 - 5.1. According to the Fayette County Board of Education policy, DJE “lowest price alone will not be the sole determining criteria in the selection process”.
 - 5.2. Factors that may be used in evaluating responses may include but are not limited to, the following: price/cost, warranty, service guarantees or past performance, costs of ownership analysis, business capabilities analysis, delivery schedules and methods, and product-specific manufacturer/quality standards.
 - 5.3. Respondents may inquire as to specific evaluation methods and may request in writing an explanation of evaluation methods used to determine an award. See General Terms and Conditions regarding award protests.
6. Cost Escalation/Price Change
 - 6.1. The Purchasing Department recognizes that independent market factors may result or necessitate the need for price changes. Through the submission of a quote, the respondent agrees to the following:
 - 6.2. All price increases must be based upon product cost ONLY, and documentation of the price increase is required.
 - 6.3. Quote prices must be held firm for the term of the solicitation or December 31st of the issuing year, after which an escalator can be invoked.
 - 6.4. The awarded respondent must provide the FCPS Purchasing Department written notification at a minimum of 30 days before a price escalation change.

- 6.5. Single changes of no more than 10% are allowed. There are exceptions only when market conditions dictate a revised escalator for a particular commodity.
- 6.6. FCPS reserves the right to accept or reject any price escalation. A rejection of a price escalation may result in the termination of any agreement, contract, purchase order, or other agreement without fault or obligation.
- 7. Delivery & New Car Inspection
 - 7.1. Vehicles outside of the 20 mile radius will need to be delivered to; Fayette County Public School Transportation Department, 939 Goza Road, Fayetteville, Georgia 30215. Transportation Department hours of operation are Monday - Friday from 6:00AM - 5:00PM (EST), except for federal holidays.
 - 7.2. Delivery must be scheduled 24 hours in advance with the Bus Shop Supervisor, George Davis. Vehicle will be inspected, upon delivery, prior to Fayette County Public School Bus Shop taking possession.
 - 7.2.1. George Davis Contract Information: davis.george@fcboe.org or via phone at 770-460-3521 Option 2.
- 8. Quantities
 - 8.1. The vehicle listed within this solicitation is not guaranteed to be purchased. Purchase orders will be issued, as needed, for the term of this solicitation. The Fayette County School District anticipates that this vehicle will be purchased. But, the approval will be determined by the available budget allotment.
- 9. Term
 - 9.1. The term of this RFQ and resulting agreement is from the date of resulting award issuance until December 31, 2022, with no option to renew.
 - 9.2. Per the FCPS General Terms & Conditions, should the Fayette County Board of Education fail to appropriate funding for each fiscal year beginning July 1st, this solicitation and resulting contract or purchase orders will be canceled with no-fault or obligation beyond products or services already received and properly invoiced.
 - 9.2.1. FCPS may notify the awarded bidder in writing thirty (30) days prior to cancellation for non-appropriation.

Required Forms

- 1. Forms Required for Submission
 - 1.1. The forms listed below are required for submission and included as attachments. They may also be located on FCPS's Purchasing Department website at <https://www.fcboe.org/Page/2707>.
 - 1.1.1. Solicitation Response Form
 - 1.1.2. Cost Proposal Sheet
 - 1.1.3. Vehicle Window Sticker (Copy)

- 1.2. Failure to include any form may result in a reduction in evaluation scoring or the submitted quote being declared non-responsive at the sole discretion of the FCPS Purchasing Department.

Contract Incorporation

This request for quote, any addenda, and the awarded quote will be incorporated into any resulting contract and/or purchase order.

Cost Proposal Sheet

Proposed Truck Make: _____

Proposed Truck Year Model: _____

Proposed Truck VIN: _____

Circle which applies below:

Four (4) Wheel Drive: Yes No

One (1) Ton Truck: Yes No

Window Sticker Included: Yes No

Number of Doors: Two (2) Four (4)

Cost of Truck Proposed: \$ _____

Delivery Cost (If Applicable): \$ _____

Total Cost of Proposed Truck (Including Delivery)

\$ _____

Dealership Name

Date

Salesman Printed Name

Salesman Signature

Respondent Information Form

Place this form on top of your response.

Chevrolet Silverado/GMC Sierra 3500 HD, Ford F350 Super Duty, or Dodge Ram 3500 Truck for Fayette County Public Schools (RFQ 23-007-076)

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCSD General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____

Date: _____

Reference Form

RFQ 23-007-076: Chevrolet Silverado/GMC Sierra 3500 HD, Ford F350 Super Duty, or Dodge Ram 3500 Truck for Fayette County Public Schools

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	

Requested Information	Response
Reference Name	
Contact for Reference	
Street Address	
City, State, Zip	
Phone Number	
Email	