



KIPP DELTA PUBLIC SCHOOLS

415 Ohio Street
Helena-West Helena
Arkansas, 72342
Phone: 870.753.9035
Fax: 870.753.9440
www.kippdelta.org

KIPP Delta Public Schools

Request for Proposals

Purpose: KIPP Delta Public Schools seeks proposals in order to provide preventative and corrective maintenance for our fleet of buses in the Blytheville, Forrest City and Helena AR areas.

Request for Proposals (RFP)

Release

Date: November 11th, 2016

Proposals Due

Date: December 2nd, 2016

Contact:

transportation@kipdelta.org

**KIPP Delta Public Schools
Transportation Mechanic
Proposal Transmittal Form**

Company name:

Company address:

Primary contact:

Email address:

Phone number:

By my signature below, I hereby represent that I am authorized to and do bind the applicant to the provisions of the attached Proposal. The undersigned offers and agrees to provide the specified services in accordance with the provisions set forth in the Request for Proposals (RFP). Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in awarding the contract.

Signature

Printed Name and Title

Date

Proposal Due Date: December 2nd, 2016, before 5 p.m. Central Standard Time

Two hard copies and one electronic copy must be received
by **December 2nd, 2016, 5 p.m. CST**

KIPP Delta Public Schools
Attn: Thelma Reed/Anna Millham
1124 Moultrie Drive
Blytheville, AR 72315
transportation@kipdelta.org

Bid Description

KIPP Delta Public Schools seeks to contract with a diesel mechanic company to perform all functions to keep the fleet of buses in working condition. This bid is for annual service and may be broken into a regional focus. If a vendor wishes to bid for one location, that will be acceptable as long as it is clearly stated on the bid document. The bid must include a breakdown of costs- identifying what is included and not included in the bud. The bid must be based on the below scope of work.

- Determine vehicle condition by conducting inspections and diagnostic tests; identifying worn and damaged parts.
- Document all work and provide weekly reports to the Transportation Department at transportation@kipdelta.org
- Maintain stock of high use equipment by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures.
- Have working knowledge of video cameras and able to interface with vendor to ensure 100% operational support.
- Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems, such as, power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics; completes machine shop operations; making adjustments and alignments including bearing loads, gear tooth contact, valve mechanisms, governors, oil systems, control linkages, clutches, and traction units.
- Verify vehicle performance by conducting test drives; adjusting controls and systems.
- Comply with federal and state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintain vehicle records by annotating services and repairs.
- Maintain supplies by inventorying stock; placing orders; verifying receipt.
- Invoice monthly with detailed work per bus number.
- Same-day response to major emergencies with resolution beginning same day.
- Staff or individual has CDL to be able to driver the route.

RFP Award Criteria

Proposals submitted to KIPP Delta Public Schools will be reviewed by the Director of Transportation, Managing Director of Operations and the Chief Operating Officer.
Upon acceptance of the proposal, KIPP Delta will approve the contract with the accepted vendor.

Procedures for Delivery of the Proposal

Packages of the proposal must be received by KIPP Delta on or before 5 p.m., Central Standard Time, December 2nd, 2016. All submitted proposals become the property of KIPP Delta and will not be returned.

Submission Address:

Two hard copies of the proposal should be sent to the following address:

KIPP Delta Public Schools
c/o Thelma Reed and Anna Millham
1124 Moultrie Drive
Blytheville, AR 72315

An electronic copy of the proposal should be emailed to the Transportation Department transportation@kipdelta.org

Response to Proposals

KIPP Delta will respond to all vendors in writing with a decision after all proposals are reviewed.

Conditions of Solicitation

The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate KIPP Delta Public Schools to execute a contract with any other party. The contractor shall assure compliance with the following conditions of solicitation:

1. Any proposal submitted in response to the RFP shall be in writing.
2. KIPP Delta Public Schools will not be liable for any costs associated with the preparation of proposals.
3. KIPP Delta Public Schools reserves the right to accept any proposal as submitted without substantive negotiation of offered terms, services, or prices. Therefore, all applicants are advised to propose their most favorable terms initially. Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for the bid for the purpose of clarification to assure full understanding of and responsiveness to solicitation requirements, but proposals may be accepted without such discussions
4. Applicants may designate those portions of the proposal which contain trade secrets or other proprietary data.
5. KIPP Delta Public Schools reserves the right to cancel this solicitation in writing when it is determined to be in the best interest of KIPP Delta Public Schools.
6. Any proposal or modification of a proposal received after the due date and time is considered late and will not be considered for acceptance unless the receipt is delayed by the action or inaction KIPP Delta Public Schools personnel directly or is in response to a negotiation of the bid.
7. The applicant represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth by the Arkansas Department of Finance and Administration Rules and Regulations.

Independent Contractor:

The applicant shall perform all services as an independent contractor and shall at no time act as a agent or employee of KIPP Delta Public Schools. No act performed or representation made, whether oral or written, by the applicant to third parties shall be binding to KIPP Delta Public Schools.

Applicable Law:

The contract shall be governed by and construed in accordance with the laws of the State of Arkansas. The applicant shall comply with applicable federal and state laws and regulations.

Authority to Contract:

The applicant warrants (a) that it is a validly organized entity with valid authority to enter into this agreement; (b) that it is qualified to do business and is in good standing in the state of Arkansas; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) that notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

Contract Disclosure:

The successful applicant will be required to complete forms associated with the Governor's Executive Order 98-04 before the award of a contract. Information on Governor's Executive Order 98-04 can be found on the following web site:

<http://www.dfa.arkansas.gov/offices/accounting/internalaudit/Pages/ExecutiveOrder98-04.aspx>

Failure to make any disclosures required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this grant. Any applicant who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal sanctions available to the ADE.

Confidentiality Information:

Respondents are advised that materials contained in proposals are subject to the Arkansas Freedom of Information Act and may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Arkansas Freedom of Information Act must place all confidential documents in a sealed envelope(s) clearly marked "Confidential" and must indicate on the outside of their proposal package that confidential materials are included. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Arkansas Freedom of Information Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the respondent(s). If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the respondent(s). The State will not determine prices to be confidential information.

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