

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

For

PURCHASE OF A REFRIGERATED

FOOD DELIVERY VEHICLE

RFP #802

**NEW HAVEN UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS #802
PURCHASE OF A REFRIGERATED
FOOD DELIVERY VEHICLE**

NOTICE TO BIDDERS

1. NOTICE IS HEREBY GIVEN that the New Haven Unified School District is seeking to purchase a **Refrigerated Food Delivery Vehicle**.
2. Proposals should be submitted in the manner prescribed herein and for the services requested herein. All required forms and submissions requirements are provided herein or attached hereto. Each person or entity that submits a Proposal to the District in response to this RFP shall be designated as a "Vendor".
3. Please contact Jason Rodgers, Director of Maintenance & Operations, at New Haven Unified (510) 471-5559, for information about the RFP.
4. Sealed proposals should be delivered to New Haven Unified School District. Proposals must be received by New Haven Unified no later than **2:00 p.m. on Friday, March 15, 2019.**

**New Haven Unified School District
34200 Alvarado-Niles Rd
Union City, CA
Phone: (510) 471-1100
Attention: Chief Business Officer**

5. New Haven Unified reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical error in any Bid Proposal Package, as the interest of the New Haven Unified School District may require. Any proposer may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

Equal Opportunity Employer

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NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS #802:

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REQUEST FOR PROPOSAL

I. INTENT OF THE BID

The intent of this bid is to solicit competitive bid prices for **Purchase of a Refrigerated Food Delivery Vehicle**.

II. SCHEDULE OF EVENTS

The following are key dates for this RFP. The District is committed to adhering to this schedule, but reserves the right to make modifications.

- A. Publication in Newspapers: March 1st and March 8th, 2019.
- B. Vendor Questions Due: **March 11, 2019**.
- C. Proposals Due Date: **March 15, 2019**.

III. SPECIAL REQUIREMENTS/SPECIFICATIONS OF VEHICLE

A. Brand Name or Equivalent

Whenever the Board of Education requests a brand name for a particular item, it will consider a “brand name or equivalent”.

B. Specifications

- 1. The following specifications should be considered the minimum vehicle specification (*specifications shown below are based on an Isuzu model, used as a reference*). Substitute specification acceptability will reside solely at the discretion of the District.

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Item #1 New Vehicle

- GVWR 25,950 lbs
- Engine 4HK1-TC (215 HP)
- 6-speed Allison transmission
- Air brakes
- Wheelbase: 212 inches
- Cab to Axle: 187 inches
- Color: White
- Standard equipment, power locks, power windows, cruise control, air conditioning, AM/FM radio, tilt and telescoping column

Item #2 New Vehicle Body

- Aluminum refrigerated van body 24-foot Length ID x 96-inch width OD (89-inch ID) x 82 Height ID
- 3-inch polyurethane foam in place insulation at side walls, front and ceiling
- 4-inch polyurethane foam in place insulation on floor
- Aluminum inverted "T" flooring
- 12-inch height 12 gage aluminum smooth kick plate on sides and front
- Kemlite Lining Interior with ¼-inch plywood backing
- One piece aluminum roof with roof bows at 24 inches apart
- 1 ½ whiting temp guard
- Roll up rear door with inside release
- 2 rows of E-Track located at 24 inches and 48 inches
- Insulated side door 42 inches wide with step
- T-680 R 50 refrigeration unit with electrical standby
- ILK-44 cantilever lift gate, 60x90 steel platform
- Interlift cantilever 102 series 98-inch platform with dual cart stops

2. When the name of a manufacturer, brand or make, with or without model number is used in describing any item, products of equal quality will be considered unless otherwise stated, but the Business Office shall be the sole judge as to whether such alternate products are acceptable.

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C. Substitutions:

1. Submit proposals on the basis of the specified vehicle specification. Submit all proposals for "substitutions" with vehicle costs shown separate and apart from the costs of the vehicle "as specified". All requests for Substitutions shall be submitted with the original bid.
2. Proposals for alternate vehicle specification will receive careful and equitable consideration in the differences do not depart from the overall intent of the design and operation of the system, and are in the best interests of the Owner.
3. All such proposals for alternate vehicles shall be accompanied by full vehicle information, and specifications for the vehicle proposed.
4. Submit recommendations that will enhance the performance of the vehicle, or reduce costs without loss of performance, in the proposal submission. All suggestions that are of value to the Owner will be taken into consideration in the evaluation of the proposal returns. All such proposals shall be made as "substitution", with the appropriate cost modifications shown separate and apart from the costs of the system "as specified".
5. Make any and all exceptions to these specifications with the bid submission. In the absence of exceptions, these specifications shall be binding in letter and intent. It will further be assumed that the design and specifications have been examined in detail, and full responsibility for the performance of the complete vehicle as designed and specified is accepted.

- D. Total Price at Delivery (Bid) must include tax and license fees.

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IV. GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION FOR VENDORS/BIDDERS

A. DEFINITIONS

"District" means New Haven Unified School District; "Contractor" means Vendor to whom the Purchase Order is made, "Purchase Orders" are generated by the Business Office.

B. CONTRACT INTERPRETATION

1. Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements.
2. A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party. If the price, taxes, surcharge, shipping etc. indicated in the purchase order is different or higher the vendor must notify the Business Services department prior to delivery of goods and services.
3. Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Chief Business Officer, New Haven Unified School District, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

C. INFRINGEMENTS – INDEMNIFICATION

1. The Vendor/Contractor shall assume the defense of all claims and suits against the District, its officers and agents, for infringement of the patents, copyrights, or trademarks of any person arising out of the use by the District, its officers or agents, or any article supplied under this quotation, and the Contractor shall indemnify and hold harmless the District, its officers and agents, from any and all liability loss, or damage arising from such claims or suits.

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2. The Vendor/Contractor agrees to hold the New Haven Unified School district harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

D. CONDITION OF ARTICLES

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

E. INSPECTION

All articles supplied shall be subject to inspection and rejection by the Business Department or at the delivery location.

F. FAILURE TO DELIVER

When Vendor/Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the Business Department and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to and collected from the contractor or sureties on his bond if bond has been required.

G. FIRM PRICE

Prices/quotations must be firm and shall be in effect for a period of not less than twelve (12) months.

H. CAL-OSHA

CAL-OSHA required if applicable.

I. DELIVERIES

F.O.B. destination in Union City otherwise specified.

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J. CONTRACT TERMS & CONDITIONS

i. Services Contractor Agrees To Perform

The Contractor shall provide the District with Purchase of a Refrigerated Food Delivery Vehicle as per RFP #802 (Bid/RFP#), received and opened on March 15, 2019. All Other Terms & Conditions of the RFP become part of this Contract.

ii. Term Of Agreement

The term of the contract shall be twelve (12) months from the award date of April 16, 2019.

K. AWARD OF CONTRACT

- i. The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals. Further, the District reserves the right to be the sole judge of the merit and qualifications of products and/or services offered. The District may award the bid in the most beneficial manner to the District: either in aggregate of all items or individual line items.
- ii. After the proposals have been opened, and the lowest responsible bidder determined, they will be submitted to the Governing Board of the District for approval. Should an award be made, the successful contractor will be notified in writing and a purchase order will be issued for the procurement of items.

V. QUESTIONS.

All questions regarding this RFP shall be submitted by email no later than **March 11, 2019** to the District employee designated below. No telephone questions shall be entertained.

Jason Rodgers
Director, Maintenance & Operations
New Haven Unified School District
jrogers@nhusd.k12.ca.us

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VI. AMENDMENTS.

The District may, at its sole discretion, issue amendments to this RFP at any time prior to the deadline stated below. The District shall attempt to issue all amendments, if any, prior to **March 15, 2019**, but may issue amendments after that date if necessary. In order to receive such amendments, each Vendor intending to make an offer in response to this RFP is requested to designate to the person named in Section VI, above, an email address to which such amendments should be sent.

The District is not responsible for ensuring that amendments are received by any person or entity not providing a valid email address for receipt of such amendments. Each Vendor is required to acknowledge receipt of any amendments issued to this RFP by completing Exhibit B and attaching it to the Vendor's Proposal.

VII. SUBMISSION OF PROPOSAL.

Sealed Proposals shall be submitted to:

Chief Business Officer
New Haven Unified School District
34200 Alvarado-Niles Rd
Union City, California 94587

Proposals must be received at or before **2:00 p.m. on Friday, March 15, 2019** ("Deadline"). Proposals must be received in sealed envelopes or containers clearly showing the Vendor's company name, address and must also include the label **"Response to Purchase of a Refrigerated Food Delivery Vehicle RFP."** Faxed Proposals will not be accepted. Only Proposals received by the Deadline will be considered. Each submission shall consist of one signed original Proposal and three copies of the Proposal. Each Proposal received in response to this RFP shall remain the property of the District. Any Vendor may modify or withdraw a Proposal in writing at any time prior to the Deadline.

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VIII. WITHDRAWAL OF PROPOSAL

Any Bidder may withdraw his or her proposal, either personally or by written request, at any time prior to the scheduled time for receipt of proposals. A successful Bidder shall not be relieved of the proposal submitted without New Haven Unified consent or Bidder's recourse pursuant to Public Contract Code Section 5100 et seq.

IX. BID PROTESTS

Any Vendor protesting the award of a contract to another Vendor must do so, in writing to the District, within five (5) days after it receives a Notice of Award from the District. The District shall provide a timely response to the to the Vendor's Protest. The Vendor may appeal the District's decision to the Board of Education for the District. If the Protest to the Award shall result in another Vendor not receiving a contract with the District, that other Vendor may participate in the RFP Process. Protests involving non-material irregularities in the processing or evaluation of RFPs shall be rejected.

X. BIDDER'S SIGNATURE AND AUTHORITY

Each Proposal must provide the full business address of the Bidder and be signed by Bidder with Bidder's usual signature. All required signatures must be in longhand. The name of the person signing shall also be typed or printed below the signature.

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VENDOR REPRESENTATION AND CERTIFICATION

The undersigned hereby affirms that:

1. He/she is a duly authorized agent of the Vendor with the authority to submit a Proposal on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
2. He/she has read the complete RFP and all amendments issued pursuant thereto.
3. The offer complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the Proposal with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
4. If the Vendor's Proposal is accepted by the District on or before **April 16, 2019**, the Vendor will enter into a contract with the District to provide the Vehicle described by the Proposal on terms mutually acceptable to the District and the Vendor.

I hereby certify that I am submitting the attached Proposal on behalf of _____
_____ [Specify Entity Submitting Proposal]. I understand that by virtue of
executing and returning with the Proposal this required response form, I further certify that the
Vendor understands and does not dispute any of the contents of this Request for Proposals
(except as may be noted in the Proposal).

Submitted: _____
Date

Company Name: _____

Address: _____

Telephone: FAX: E-Mail: _____

By: _____ Date: _____
Manual Signature of Agent(s)

Name and Title of Authorized Agent: _____

NOTE: If joint venture, each separate party must provide a completed certification form.

END OF DOCUMENT

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REQUEST FOR PROPOSAL			
VEHICLE DESCRIPTION			PRICE
ITEM #1: VEHICLE	MAKE		
	MODEL		
ITEM #2:	VEHICLE BODY		
TOTAL PRICE AT DELIVERY:			

PLEASE ATTACH A COPY OF YOUR PROPOSAL/QUOTATION

[END OF DOCUMENT]