

**REQUEST FOR PROPOSAL  
RFP 540311024**

**VEHICLES FOR CUSTODIAL SERVICE**

Proposal must be in a sealed envelope clearly marked Request for Proposal (RFP) 540311024, VEHICLES FOR CUSTODIAL SERVICES, and delivered or mailed to:

TO: The Putnam County School District  
Purchasing Department  
1001 Husson Avenue  
Palatka, FL. 32177

**PRIOR TO BID PROPOSAL OPENING AT 10:00 AM., LOCAL TIME, WEDNESDAY, NOVEMBER 4<sup>TH</sup>, 2009**

Questions regarding this Request for Proposal should be submitted to Sandra Scranton, Purchasing Agent, Purchasing Department 1001 Husson Avenue, Palatka, FL 32177 or by calling the Purchasing Department at (386) 329-0525.

**NOTICE: All contractors and employees of contractors who are contracted by The Board must comply with the requirements of the Jessica Lunsford Act. Direct any questions regarding these requirements to Jackie Smith, Human Resources Department (386) 329-0547.**

Thank you for your interest in doing business with the Putnam County School District.

October 20, 2009

Sandra B. Scranton  
Purchasing Agent  
Purchasing Department

The Putnam County School Board of Putnam County, Florida (Herein known as The Board), will receive sealed Request for Proposals (RFP) 540311024 at the Purchasing Department, 1001 Husson Avenue, Palatka, FL 32177 prior to:

**BID PROPOSAL OPENING AT 10:00 AM., LOCAL TIME, WEDNESDAY, NOVEMBER 4<sup>TH</sup>, 2009**

Proposals received timely will be opened, tabulated and evaluated at the above date and time in Putnam County School District, Purchasing Department, (unless notified of a different location) and will then be presented to The Board for action at the next scheduled meeting.

A proposal will be considered a firm offer and cannot be withdrawn succeeding the bid opening without the consent of The Board for a period for sixty (60) days. The Board also reserves the right to secure expert advice in evaluating and selecting the lowest responsive and reasonable bid proposal.

Proposals must be submitted on the attached forms, enclosed in a sealed envelope and returned to the Purchasing Department prior to the opening date and time listed above. All proposals received after the designated cut off time will not be considered and returned unopened.

I/We hereby certify that I/we have carefully read all instruction pertaining to this Request for Proposal and that my/our proposal complies, without exception, with all instructions and specifications.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

Contact Numbers:

Business Number: (\_\_\_\_) \_\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

If for any reason you cannot respond, please list those reasons: \_\_\_\_\_

<b>GENERAL CONDITIONS</b>
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The Putnam County School District reserves the right to utilize any other Putnam County or State of Florida Contract, other school district contracts, other governmental agency contracts, verifiable sole source, or to directly negotiate/purchase per School Board Policy 7.14 and/or State Board Rule 6a-1.012, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this proposal.

1. **SEALED PROPOSAL:** One (1) copy of all proposal sheets in this Request for Proposal package must be completed, signed and returned in order for the proposal to be considered for award. All proposals are subject to the conditions specified in these General Conditions and on the attached sheets and any addendum issued thereto.
  - A. **COMPLETED PROPOSAL:** Must be submitted in a sealed envelope with the following information on the front of envelope: the RFP number, commodity or service covered, the time and date set for proposal opening
  - B. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative in the space provided. Failure to properly complete and sign all attached forms will invalidate the proposal. The company name must appear in each space provided. All proposals must be completed in ink or be typewritten. No erasures or whiteouts will be permitted. If a correction is necessary, draw a single line through the incorrect number and enter the corrected number above the line thru. The original RFP conditions and specifications cannot be changed or altered in any way. An altered RFP will not be considered. Clarification of proposals submitted must be in letter form, signed by the contractor(s) and included in the proposal package.
2. **TAXES:** The Board does not pay Federal Excise or Florida Sales and Use tax. Do not include these taxes on the invoice. The applicable tax exemption number is printed on the Purchase Order. However, this exemption does not apply to contractors who purchase tangible personal property for use in the performance of contracts for improvements of Board owned real property as defined in Chapter 192 of the Florida Statutes.
3. **BIDDER CONDITIONS:** The Board specifically reserves the right to reject any conditional proposal. Any condition(s) to be made part of this or any proposal should be submitted by letter with a note on the proposal form if the condition(s) are to be considered.
4. **AWARDS:** The Board reserves the right to award the contract to the bidder(s) that the Board deems to offer the lowest responsive and reasonable proposal(s), as defined elsewhere in this solicitation. The Board is therefore not bound to accept a proposal on the basis of lowest bid. In addition, The Board has the sole discretion and reserves the right to cancel this proposal, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of The Board to do so. The Board also reserves the right to make multiple awards based on experience and qualification or to award only a portion of the items and/or services specified, if it is deemed to be in the Board's best interest. The Board reserves the right to acquire additional quantities/services at prices quoted in the proposal, unless additional quantities/services are not acceptable, in which case the proposal form must be noted "Proposal is for specified quantity/services only". Any contract awarded as a result of this or any Request for Proposal shall conform to applicable Florida Statutes.
5. **PROPOSAL OPENING:** Request for Proposal will be open to the public, on the date and time specified in the Request for Proposal documents. All proposals received after specified time shall be returned unopened. PROPOSAL BY TELEPHONE OR FACSIMILE-EMAIL WILL NOT BE ACCEPTED.
6. **PAYMENT:** Payment will be made by The Board after services are provided as ordered on a Purchase Order and have been inspected and approved for payment.

7. **CONFLICT OF INTEREST:** Any award as a result of this or any proposal is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid proposal package, the name of any Officer, Director or Agent who is also an employee of the Putnam County School District of Putnam County, Florida. Further, all bidder(s) must disclose the name of any Board employee who owns, directly or indirectly, an interest greater than five percent (5%) in the bidders firm or any of its branches or divisions.
8. **ANTI-DISCRIMINATION:** The bidder certifies that he/she or their firm is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment opportunity for all persons without regard to race, color, religion, sex or national origin.
9. **DEFAULT:** In the event of default on any contract as a result of this Request for Proposal, the bidder will pay The Board, as liquidated damages, an amount equal to twenty five percent (25%) of the unit price times the Request for Proposal quantity or five hundred dollars (\$500.00), whichever amount is larger. In the event of a default on any contract the bidder will pay all attorneys' fees and court cost incurred in collecting liquidated damages.
10. **RIGHT OF PROTEST:** Failure to file a protest within the time prescribed in Florida Statutes, Section 120.53(5), shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
11. **TERMINATE:** The Putnam County School District of Putnam County Florida reserves the right to terminate any contract resulting from this Request for Proposals upon thirty (30) days written notice.
12. **SPECIAL CONDITIONS:** Any and all special conditions may vary from these General Conditions and will have precedence over the General Conditions.
13. **PUBLIC ENTITY CRIME INFORMATION STATEMENT:** Pursuant to Section 287.133, Paragraph (2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public works, may not submit a proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount of ten thousand dollars (\$10,000.00) provided in Section 287.017, Florida Statutes, for a category two for a period of thirty six (36) months from the date of being placed on the convicted vendor list. By completing the bid documents and submitting a proposal, bidders are certifying that they are not and have not been placed on the convicted vendor list now or within the past thirty six (36) months.

14. **PURCHASE BY OTHER GOVERNMENTAL AGENCIES:** In accordance with Florida Statutes, Chapter 6A-1.1012, as amended, other Cities or County Governmental Agencies, other School Board, Community Colleges or the State University system are permitted to purchase services at unit prices in any contract resulting from this RFP upon bidder(s) approval. In the space provided below, indicate your preference as to allowing other governmental agencies to purchase services as a result of this RFP.

I **will** allow other governmental agencies to purchase services using this proposal.

I **will not** allow other governmental agencies to purchase services using this proposal.

15. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS:** As required by Executive Order 12549, Debarment, Suspension and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Section 85.105 and 85.110.

**A. THE BIDDER (CONTRACTOR) CERTIFIES THAT IT AND ITS PRINCIPALS:**

1. Are not recently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency.
2. Have not within a three year (3) period preceding this invitation to bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining or attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of paying Federal funds or will pay Federal funds by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress or an employee of a member of Congress in connection with the making of any Federal grant, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement.
4. Have not within a three year (3) period preceding this invitation to bid had one or more public transactions (Federal, State or Local) terminated for cause or default: and

**B.** Where the bidder is unable to certify to any of the statement in this certification, he/she shall attach an explanation to this bid package.

As the duly authorized representative of the company or individual submitting the bid proposal, I hereby certify that the company or individual does comply with the above certification.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature

DATE \_\_\_\_\_

**NOTE:** General condition number 15 must be completed and signed before Request for Proposal will be considered for

I/We the undersigned propose to furnish:

- I. Three (3) 2009 Chevrolet Silverado 2500HD, 2wd Crew Cab 153" LT Work Truck (CC20743).

Year/Make/Model Specified: \_\_\_\_\_

Proposed Price Specified: \$ \_\_\_\_\_

Year/Make/Model Alternate: \_\_\_\_\_

Proposed Price Alternate: \$ \_\_\_\_\_

Expected Delivery Period: \_\_\_\_\_

**Specifications:**

Engine: DURAMAX 6.6L TURBO DIESEL, V8, B5-Diesel compatible (LMM).

Transmission: 6-Speed Automatic, Heavy-Duty electronically controlled with overdrive and tow/haul mode (STD).

Performance items: The following items are to be factory installed

Air conditioning and rear heat/air, am/fm radio, cloth upholstery seat, power windows, power door locks, cruise control, manufacturer's standard interior package, trailer package (Z82).

Color: Manufacturer's Standard White

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- II. Two (2) 2009 Ford 1/2 Ton Econoline Cargo Vans E-150 Commercial with slide cargo door (60S)

Year/Make/Model Specified: \_\_\_\_\_

Proposed Price Specified: \$ \_\_\_\_\_

Year/Make/Model Alternate: \_\_\_\_\_

Proposed Price Alternate: \$ \_\_\_\_\_

Expected Delivery Period: \_\_\_\_\_

**Specifications:**

Engine: Gasoline, V-8

Transmission: Four – speed automatic with overdrive

Performance items: The following items are to be factory installed

Air conditioning and rear heat/air, am/fm radio, clock, cloth upholstery seat, manufacturer's standard interior package, towing package (536)

Color: Manufacturer's Standard White

III. One (1) 2009 Ford Fusion, SE. 4 door

Year/Make/Model Specified: \_\_\_\_\_

Proposed Price Specified: \$ \_\_\_\_\_

Year/Make/Model Alternate: \_\_\_\_\_

Proposed Price Alternate: \$ \_\_\_\_\_

Expected Delivery Period: \_\_\_\_\_

**Specifications:**

Engine: Gasoline, V-6

Transmission: Six – speed automatic

Performance items: The following items are to be factory installed

Air conditioning and rear heat/air, am/fm radio, cloth upholstery seat, power windows, power door locks, cruise control, manufacturer’s standard interior package.

Color: Manufacturer’s Standard White

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Representative Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

Contact Numbers:

Business Number: (\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_