

REQUEST FOR PROPOSAL
REPLACEMENT BUS LEASE AGREEMENT

Date of Issue: July 16, 2019

Subject: Request for Purchase and Lease proposals
Three (3) - 71 Passenger School Buses

Enclosures: Request for Lease proposal
General Terms and Conditions
Scope of Work
Body & Chassis Specifications

Canterbury Public Schools is soliciting proposals for the purchase OR lease of:

- Three (3) 71 passenger school buses
- For a lease period of Three (3) years or Five (5) years

You are invited to review the enclosures concerning the instructions for bid preparation. Please contact the Town in writing, if you have any questions or comments regarding this RFP, per instructions below. It is anticipated that a contract will be awarded to the successful bidder at the September 10, 2019 Board of Education meeting. Bids should conform to the instructions contained herein. Definitive standard terms and special conditions will be transmitted prior to any award.

Your Response to this solicitation should be received no later than **August 26th, 2019; by 12:00pm**. Bids will be open at 12:15 pm.

All Bids must be delivered to:

Canterbury Public Schools
Transportation Bid
45 Westminster Road
Canterbury, CT 06331

This Request for Proposal does not commit CPS to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with staff.

1.1 REQUEST FOR PROPOSAL (RFP)

1.2 ENQUIRIES. All enquiries related to this RFP are to be directed, in writing, to CPS's Contact Person by **12:00 noon, local time, August 9, 2019**. Enquiries shall only be by written request, (mailed, hand delivered, email or faxed) to the CPS's designated contact, Dr. Lois DaSilva-Knapton, (lknapton@canterburypublicschools.org). Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be posted on the Canterbury Transportation Website page by **August 10, 2019 by 5pm** at: www.canterburypublicschools.org

Questions received after the inquiry deadline will not be answered.

1.3 CLOSING DATE - FINAL DATE AND TIME FOR RECEIPT OF SUBMISSIONS. Sealed submissions, clearly marked on the outside of the envelope with the words "SCHOOL BUS LEASE, Confidential – Do not Open", must be received by **12:00 PM, local time on or before August 26, 2019. Submissions will be opened publicly at 12:15 on August 27, 2019.** Submissions must not be submitted electronically by facsimile or email. Submissions and their envelopes should be clearly marked with the name and address of the Bidder and the program title.

1.4 CONTACTS DURING THE RFP PROCESS. The Designated Contact Person for Canterbury Public Schools (CPS) is the only representative authorized to communicate and otherwise deal with Bidders and all Bidders must communicate and otherwise deal with that person only. Contact with any other representative, including officers or employees of the Town / School regarding this RFP or a Bidder's submission may result in that proposal being removed from consideration for this and any future competitions.

In the case of a Bidder having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) that they feel that their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

1.5 LATE SUBMISSIONS. Late submissions will not be accepted and will be returned, unopened, to the Bidder. In this case, CPS has no obligation to proceed.

1.6 NO OBLIGATION TO PROCEED. Although CPS fully intends at this time to proceed through the RFP process, CPS is under no obligation to complete the RFP process. The receipt by CPS of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Bidder, or on its behalf) shall not impose any obligations on CPS.

1.7 SUBSEQUENT INFORMATION. Bidders are advised that all subsequent information regarding this RFP including any addendum will be posted on the city's website by **August 10, 2019** at 5pm at: www.canterburypublicschools.org

Notification will not automatically be sent to Bidders. It is the Bidder's sole responsibility to ensure all notifications, addenda and additional information is obtained. All addenda must be acknowledged in your submission on the Certification Document.

1.8 EXAMINATION AND INTERPRETATION OF DOCUMENTS. Each Bidder shall review all RFP documents and shall promptly report and request clarification of any discrepancies, deficiencies, or errors. Any such request must be submitted by **12 pm on August 9, 2019.** Where such requests result in a change in the RFP, CPS will prepare and issue an addendum to the RFP. Request for clarification shall only be by written request, either mailed, hand delivered, email or faxed to CPS's designated contact. All requests must be submitted in accordance with clause 1.2 herein.

- 1.9 EVALUATION COMMITTEE.** Evaluation of proposals will be by a committee formed by CPS.
- 1.10 EVALUATION AND SELECTION.** The evaluation committee will check Proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that meet all the mandatory criteria will then be evaluated and scored against the desirable criteria. By responding to this RFP, Bidders will be deemed to have agreed that the decision of the evaluation team will be final and binding.
- 1.11 DOCUMENTS.** All attachments must be included with the proposal (Certification Document).
- 1.12 AUTHORIZED SIGNATOR.** The proposal must be signed by the person(s) authorized to a) sign on behalf of the Bidder and b) bind the Bidder to statements made in the RFP.
- 1.13 CHANGES TO PROPOSAL WORDING.** The Bidder shall not change the wording of its proposal after closing and no words or comments will be added to the Proposal unless requested by CPS for purposes of clarification.
- 1.14 BIDDER EXPENSES.** Bidders are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with CPS. CPS will not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.
- 1.15 ACCEPTANCE OF PROPOSALS.** This RFP is not an agreement to purchase goods or services. CPS is not bound to enter into a Contract with any Bidder. Proposals will be evaluated using the mandatory and desirable criteria provided herein. CPS will be under no obligation to receive further information, whether written or oral, from any Bidder.
- 1.16 DEFINITION OF CONTRACT.** Notice in writing to a Bidder that it has been identified as a successful Bidder will not constitute a Contract. Only if a Bidder and CPS enter into a subsequent full written Contract will a Bidder acquire any legal or equitable rights or privileges relative to the goods or services.
- 1.17 MODIFICATION OF TERMS.** CPS reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.
- 1.18 OWNERSHIP OF PROPOSALS.** All documents, including Proposals, submitted to CPS become the property of CPS. They will be received and held in confidence by CPS, subject to the provisions of the Connecticut Freedom of Information Act.
- 1.19 INTERVIEWS WITH BIDDERS.** CPS reserves the right to interview any or all Bidders, subsequent to submission of all proposals.

2.1 SERVICES

- 2.2 LEASING OF BUSES.** CPS is seeking lease proposals for the following types of busses:
- Three (3) - 71 passenger school buses

In Attachment B are the current specifications for our busses. Bidders shall make every attempt to meet these specifications in their proposed bids, in addition to any state and federal motor vehicle requirements.

- 2.3 PROPOSED SCHEDULE.** The following activities and dates are proposed by CPS and shall be considered by the Bidders in the preparation of their Proposal.

Activity	Proposed Date
Issue RFP	July 22, 2019
Questions on RFP due on or before	August 9, 2019
Close RFP / Open bids	August 26, 2019
Selection of preferred Bidder	By September 10, 2019
Delivery of Buses	TBD by Contract

3.1 EVALUATION CRITERIA

- 3.2 EVALUATION PROCESS.** Proposals will be checked against the mandatory criteria. Submissions not meeting all mandatory criteria will be rejected without further consideration. Submissions that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria.

- 3.3 MANDATORY CRITERIA.** The following are mandatory criteria. Proposals not clearly demonstrating that they meet all the mandatory criteria will receive no further consideration during the evaluation process.

Item	Mandatory Criteria
a)	Complete Proposal (with cost estimate and appendices—see Section 4.2) must be received at the closing location by the specified closing date and time.
b)	Certification Document and Questionnaire completed.
c)	The correct number of copies of the proposal must be submitted.

- 3.4 DESIRABLE CRITERIA.** Proposals meeting the mandatory requirements will be further assessed against the criteria outlined in the SCORECARD, a copy of which is contained in Attachment C.

By responding to this RFP, Bidders will be deemed to have agreed that the decision of the Evaluation Team will be final and binding. It is the Bidder's responsibility to ensure that their submitted proposal addresses all evaluation criteria to receive full consideration.

4.1 PROPOSAL FORMAT

- 4.2 NUMBER OF COPIES.** Three (3) copies of the Proposal must be submitted.

4.3 FORMAT AND SEQUENCE. The following format and sequence must be followed in order to provide consistency in Bidder proposals and ensure each Proposal receives full consideration.

- Minimum font size of 12
- All pages are to be consecutively numbered
- Transmittal/Cover Letter
- Proposal
- Cost Estimate Summary
- Proposal Appendices
- Bidder's Certification and Questionnaire Documents (signed by authorized company representative where applicable)
- Copy of insurance coverage

The main body of the proposal must address and be organized under the following headings:

1. Understanding of the objectives and Bidder's approach to meeting those objectives:
 - The Proposal should demonstrate a clear and coherent understanding of CPS's requirements and needs and the opportunities and challenges that may surface during the period of the Contract.
 - Indicate why you are interested in CPS as a client.
2. Bidder Experience:
 - Provide details of consultant's experience that is relevant to CPS's needs and objectives.
 - Demonstrate quality control and management techniques used by the firm to complete projects within budget and on time.
 - Provide examples of successful project delivery by key staff members.
 - Indicate local knowledge and experience.
 - Examples of innovative or non-traditional approaches to solving problems.
 - Identify number of years Bidder has been in business.

ATTACHMENT A - CERTIFICATION DOCUMENT

Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the _____. We agree to be bound by statements and representations made in this proposal.

Print Company Name:

Company Address:

Print Name and Title of Authorized Signing Officers:

Signature of Authorized Signing Officer:

Telephone Number:

Fax Number:

E-mail address:

Signed this day of , 2019.

ATTACHMENT B – 71 PASSENGER BUS CHASSIS SPECIFICATIONS

- **GENERAL DESCRIPTION**

- 2020 Model Year Conventional School Bus Chassis
- 71 Passenger Seating Capacity (3 Busses)
- Body Length To Be 33'5" or comparable

- **ENGINE AND RELATED EQUIPMENT**

- Engine Must Be An In-Line Six Cylinder Cummins
- Engine Must Produce A Minimum Of 250 hp
- Engine Must Produce A Minimum Of 660 Ft/Lb Of Torque
- Dash Mounted Switches To Activate the "Regeneration" of the DPF
- Single Stainless Steel Horizontal Exhaust System, Tail Pipe To Exit Left Side Of Emergency Door Through Rear Bumper
- Exhaust System To Be Equipped With An Exhaust Gas Temperature Control Device Mounted Aft Of The Diesel Particulate Filter Which Introduces Cool Ambient Air Into The Exhaust System, Thus Reducing Exiting Idle Exhaust Temperature To <400 Deg C.
- Electronic Cruise Control
- 750 Watt Engine Block Heater
- Electric Fan
- -40 Degree Anti Freeze
- Dry Element Air Filter With Restriction Gauge Located On The Air Cleaner

- **TRANSMISSION**

- Allison Electronic Automatic Transmission With Overdrive
- Transmission To Be Filled With Synthetic Transmission Fluid
- 7 Year Transmission Warranty

- **AXLES AND SUSPENSION**

- 29,800 Lb GVWR Minimum
- Minimum 10,000 Lb Front Axle
- 10,000 Lb Front Parabolic Leaf Springs
- Grease Lubricated Front Wheel Bearings
- Minimum 19,800 Lb Rear Axle
- 21,000 Lb Vari Rate Rear Leaf Style Springs
- Rear Axle Ratio To Be 4.88 To 1 To Maximize Fuel Economy
- Front And Rear Dual Action Shock Absorbers

- **TIRES**

- Front- 10R22.5 Hwy Type
- Rear- 10R22.5 Mud And Snow

- **WHEELS**

- Steel Hub Piloted Disc 8.25 X 22.5

- Wheels And Tires To Be Balanced Before Installation
- BRAKES
 - Four Wheel Disc Brake System With Four Channel Anti Lock System
 - Brakes To Have (4) Four 70mm Pistons Per Caliper
 - Dust Shields
 - Rotors Removal Can Be Performed Without Removing Toner Ring.
 - Bus To Be Equipped With A Traction Control System To Improve Traction And Prevent Rear Wheel Spin.
 - Parking Brake Mounted On Front Of Rear Differential Transmission Parking Brake Not Acceptable Do To Possible Damage To Transmission During An Emergency Stop
- STEERING
 - Power Steering System
 - Tilt Steering Wheel
- INSTRUMENTATION
 - Complete Instrumentation Including Engine Hour Meter, Oil Pressure Gauge, Temperature Gauge, Speedometer, Tachometer, Amp Meter, Voltage Meter, And Brake Warning Light And Alarm
- REAR BUMPER
 - 2 inch rear bumper extension
- FRONT BUMPER
 - Front Bumper Must Be Full Width And Must Extend To Outer Edge Of Fenders
 - Front Bumper Must Be Of Sufficient Strength To Permit Pushing Of A Vehicle Of Equal Gross Weight Without Permanent Distortion To Bumper, Chassis, Or Body
 - Electric Crossing Arm. Control Box To Be Sealed And Integrated Into The Rear Of The Front Bumper.
 - Crossing Gate To Have 72" Yellow Poly Type Arm Contoured To The Bumper For Protection And Lower Air Disturbance
 - Crossing Arm To Be Held To Front Bumper By An Electronic Magnet When Not In Use
- HOOD
 - Hood Fiberglass Requires Less Than 5 Lbs Of Effort To Open
 - Hood To Have Built In Open And Close Assist That Does NOT Require Driver To Lift A Hold Open Devise In Order To Close Hood
 - Splash Guards To Limit Splash and Road Dirt For entering The Engine Compartment, To Be Integrated And Raise With Hood For Easy Engine Access
- MISCELLANEOUS CHASSIS EQUIPMENT
 - Frame Mounted Front Tow Hooks
 - Frame Mounted Rear Tow Hooks

- **BODY CONSTRUCTION**

- Body Construction Will Conform To FMVSS220 And FMVSS221 For Joint Strength And Roll Over Protection, Including Floor Joints
- Body To Be Attached To Chassis With GRADE 8 Bolts, Each Body Section Equipped With An Anti Spin Off Devise
- The Side Panels On Outside Of Bus Are To Be A Minimum Of 16 Gauge Smooth Steel
- Four (4) Full Length Exterior Rub Rails, Painted Black Flange To Flange
- Top Of Rub Rails To Be Sealed With Caulk And Bottom To Have Drain Holes
- Body Bows Are To Be a Minimum Of 14 Gauge Steel And Of One Piece Design, Extending From Floor Line To Floor Line To Eliminated Damage To Bows If Lower Skirt Is Damaged
- 20" Exterior Lower Skirt Panels To Be 16 Gauge Steel And Extend From Floor Line To Bottom Rub Rail For Ease Of Replacement If Damaged
- Roof Bows To Be Threaded Through Roof Strainers And Drip Rails For Strong Body Integrity
- One Piece Roof Panels From Window To Window
- Aluminized Steel Inner Side Walls
- Interior Header Panels, Front And Rear, To Be Removable To Allow Access To The Roof Cap Area
- Full Length Rain Gutter
- All Ceiling Panels To Be Perforated Type With Acoustic Lining In All Sections
- Ceiling Panels To Be Installed With Screws
- Complete Insulation, Including Corners, Headers, Ceiling And Roof Bows, Minimum 1 ½ " Thickness, Fiberglass Type

- **REAR BUMPER**

- 3/16" Steel, Minimum 12" Face With 12" Wrap Around
- 12" Rear Bumper To Have 6" Exhaust Pipe Exit Access Hole

- **DOORS**

- Entrance Door Must Be Outward Opening, And Electronically Operated
- Entrance Door To Have An Aluminum Frame With Pin Style Hinges
- Entrance Door To Have Exterior Non-Corrosive Handle Mounted To Front Door Panel To Open And Close Entrance Door
- A Entrance Door Open/Close Switch To Be Located In Drivers Switch Panel
- Entrance Door Will Not Open Until Bus Has Come To A Complete Stop
- Exterior Key To Open and Close Entrance Door
- 3 Step Stepwell With A Minimum 32" Clear Opening For All Steps
- Entrance Step Risers To Be 9" and Equal In Height
- Stepwell To Be 14 Gauge Galvanized Steel, and Powder Coated Black
- Stepwell To Be Undercoated
- Stepwell To Be Insulated

- Rear Center Emergency Door Must Conform To FMVSS217 For Emergency Exits
 - Stainless Steel Grab Rail Aft Of Entrance Door
 - Rear Emergency Door To Have Lower Glass
 - Rear Emergency Door To Have Internal Hinges
 - Piano Style Hinges Will Not Be Accepted
 - Vandal Locks On Front And Rear Doors
 - Rear Vandal Lock To Have Buzzer And Ignition Interlock To Prevent Bus From Starting When Door Is Locked
 - Locking Exterior Electrical Panel
 - Door control is to be mounted on the left side of driver, not in th steering wheel
- **WINDOWS AND WINDSHIELD**
 - Flat Glass Windshield With No Center Post To Obstruct Drivers View.
 - Windshield To Have Heavy Tint Border At Top Of Glass
 - Windshield To Be Roped In seal
 - Windshield Wipers To Be Heavy Duty With Bottom Mounted Control Arms
 - Wipers To Have Overlapping Wet Arm Design And 22” Blades
 - Wipers To Have 5 Intermittent Speeds
 - Wiper Control To Be Located On Turn Signal Stalk
 - Wiper Controls To Be Located On The Turn Signal Stalk
 - Headlamps and Taillights To Operate Automatically When Wipers Are Engaged
 - 12” Laminated Aluminum Sash Windows
 - Laminated Glass In Rear Emergency Door and Rear Windows
 - Window Latch To Be Replaceable Without Removing Window
- **EMERGENCY EXITS**
 - Four (4) Push Out Emergency Exit Windows
 - Two (2) Emergency Hatches With Alarm Mounted In The Roof Of Bus
- **SAFETY EQUIPMENT**
 - 5 Lb Fire Extinguisher Mounted On The Floor In The Drivers Area
 - Triangle Reflector Kit To Be Secured Off The Floor Behind Driver Seat To Prevent Damage
 - 10 Unit First Aid Kit Mounted To The Front Header
 - 112db Back Up Alarm Activated By Reverse Gear
 - Post Trip Monitor-“No Student Left Behind” System Accessory Controlled, With Alarm Disable At Rear Of The Bus By Lifting The Rear Door Handle
 - Red Colored “Noise Suppression Switch” To Be Dash Mounted. Switch To Be Labeled “Noise” Or “No Noise”. Single Switch To Control All Heater Motors ,Defroster Fans, And Radio So That The Driver Can Hear At Intersections And Railroad Crossings
 - Spill clean-up kit required
 - SEON Trooper Camera system installed, front and back cameras

- SEATS AND UPHOLSTERY

- Driver Seat With Cloth Inserts And Side Arm Rest On Right Side
- Shoulder Harness With Adjustable Height Wall Mounted Retractor For Drivers Seat
- Driver's Seat Belt To Be Blaze Orange, For Easy Recognition of Driver Usage
- Seating Capacity To Be 71 Passengers
- 39" Seat Belt Ready High Back Seats
- All Seats Upholstered With Heavy Duty 42 Ounce Prevail Vinyl Material, Gray In Color
- All Passenger Seats Must Have An Interchangeable Seat Back Module That Allows For Future Upgrades. Upgrades Include 3 Point Lap/Shoulder Belt For Up To 3 Passengers Per Seat; Integrated Child Seat (ICS) With A 5 Point Harness And Sliding Shoulder Height Adjusters To Accommodate Significantly Taller Children. All Upgrades To Be Accomplished Without Replacing Or Removing The Seat Base Frame From The Floor.

Example Would Be IMMI Safeguard Exchange Seats

- 2 Year Warranty on Seat Vinyl
- 4 Year Warranty On Seat Foam
- Child Restraint System in first 2 rows of seats, two restraints per seat, on both sides of bus, 39", 2 LEG (BTI Seating System) High back, with Child restraint System and Non Retractable Maroon/ Blue/Brown lap belts 7.5" on the buckle side; these seats will also have seatbelts.
- 5" Fire Block Upholstered Header Pad Above Emergency Door and Entrance Door in Gray
- Padded 39" Wide, Right And Left Barriers At Entrance
- Modesty Panel Between Floor And Bottom Of Barrier On Right Side
- Modesty Panel Between Floor And Bottom Of Barrier On Left Side With Ventilation Holes
- Driver Storage Compartment To Be Located Left Of Driver, Behind Switch Panel, Lid To Have Built In Cup Holder

- FLOOR AND COVERING

- Dark Brown Smooth Water Resistant Covering In Driver's Area And Under Seats
- Wheel Housings Shall Be Covered With Abs Molded Wheel House Covers
- Heavy Duty Brown Ribbed Rubber Or Comparable Covering In Aisle
- Dark Brown Pebble Tread With Non-Metallic Backing On Entrance Steps
- White Safety Edge For All Entrance Steps
- 5/8" Exterior Grade Plywood Sub-Floor, Screwed Down
- Aluminum Aisle Trim
- Fuel Gauge Sender Access Plate

- HEATERS AND DEFROSTERS

- Two Defroster Fans One Right One Left
- 90,000 BTU Drivers Heater
- Washable Air Filter To Be Furnished For The Driver's Heater
- 50,000 BTU Right Front Heater
- Washable Air Filter To Be Furnished For Stepwell Heater

- 80,000-84,500 BTU Rear Under Seat Heater
 - Washable Air Filter To Be Furnished For Rear Heater
 - Auxiliary Water Booster Pump Mounted Under The Hood
 - All Heater Hoses To Have Constant Torque Hose Clamps
 - Two (2) Quarter Turn Brass Heater Cut-Off Valves, With Butterfly Type Handle Under The Hood.
 - One (1) Quarter Turn Brass Heater Cut-Off Valves in Drivers Area For Service
 - Driver Switch Panel To Have Switches To Control For The Heat Temperature, Air Flow Direction, And Fresh Air And/Or Recirculated Air
 - Defroster Channel To Be Full Width From Side To Side And Include Outlet Under Driver's Window
 - Heater Duct From The Drivers Heater To The Rear Wheelhouse On The Driver Side To Distribute The Heat Evenly
- LIGHTS AND ELECTRICAL
 - Double Row Of Dome Lights Mounted Over Window Sections Located In The Wiring Access Panels Above The Side Windows
 - Dome Lights To Have Front And Rear Separate Controls
 - Drivers Dome Light With Separate Control
 - Stepwell Light Wired For Automatic Operation With Entrance Door Control
 - Two (2) 7" Combination Brake And Tail Lights
 - Two (2) 7" Clear Back Up Lights
 - Two (2) 4" Combination Brake And Tail Lights
 - 7" Amber Turn Signals On Both Front And Rear
 - Recessed Mounted Clearance and Marker Lights In Front And Rear Headers To Be L.E.D.
 - Hooded 8 Way Flasher Light System With Black Back Ground
 - 8 Way Light System To Be Wired Directly To The Chassis Electrical System
 - Pre-Check Switch Enabling One Person To Complete A Check Of All Exterior Lights
 - Protected Turn Indicators Mounted On Each Side Of The Body Light To Be L.E.D.
 - Protected Marker And Cluster Lights As Per Federal And State Requirements Light To Be L.E.D.
 - 12 Volt Outlet In Drivers Area
 - Magnetic Body Solenoid Cut Off
 - Front Specialty Automatic Reflective Stop Arm With Strobing L.E.D. Lights To Operate From Opening Of Entrance Door
 - Crossing Gate Interrupt Switch
 - AM/FM/CD/PA With at least 8 Speakers
 - Bus To Be Pre-Wired For Two Way Radio with fuse block in electrical panel
 - Bus To Be Pre-Wired For Camera System with fuse block in electrical panel
 - Exterior Electrical Access Panel Mounted Below The Drivers Window With Wiring Schematic Attached To Locking Door
 - Electrical Circuits Protected By Manual Re-Set Circuit Breakers For Body And Chassis
 - Headlight Buzzer To Warn Driver If Headlights Are Left On

- Weather Proof Battery Cut Off Switch Located In The Battery Box
- MIRRORS
 - 6 X 30 Interior Mirror With Padded Edges
 - 6 X 30 Left Side Sun Visor, Plastic Type With Two Brackets
 - Heated Open View Exterior Rear View Mirrors
 - Left Side Mirror To Be Suspended Mount Such That It Is Visible Through The Drivers Side Window And Allows Clear Vision Below To Pedestrian Area
 - Heated Mini Hawkeye. Cross View Mirrors
 - All Heating Wiring To Run Through Mirror Frames.
 - Cross View Mirrors-Large 4” X 7”” Metal Backing Plate Installed On The Inside Of The Hood To Help Prevent The Hood From Cracking Where Mounting Hardware Is Attached. Brackets To Be Attached With Lock Nuts.
- PAINT, LETTERING AND REFLECTORS
 - Exterior Painted National School Bus Yellow And Black Trim
 - 3M “Fluorescent” Diamond Grade Highly Reflective Tape Around The Perimeter Of All Kick Out Windows And Roof Hatches
 - 3M “Fluorescent” Diamond Grade Highly Reflective Tape Around The Perimeter Of The Rear Emergency Door
 - 3M “Fluorescent” Diamond Grade Highly Reflective Tape Around The Perimeter Of The Rear End
 - 3M “Fluorescent” Diamond Grade Highly Reflective Tape , 2” Stripe Down Each Side
 - 3M “Fluorescent” Diamond Grade Highly Reflective Tape For The “School Bus” Signs Front And Rear
 - All Amber And Red Reflectors On The Front, Side And Rear To Be 3M “Florescent” Highly Reflective Tape Screw On Reflectors NOT ACCEPTABLE
 - Use Of Lower Grade 3M Tape Products Will Not Be Accepted
- MISCELLANEOUS REQUIREMENTS
 - Original Connecticut Inspection Sticker On Unit At Time Of Delivery
 - Front Mud Flaps
 - Rear Mud Flaps With Anti-Sail/Splash Design
 - Rubber Rear Fender Extensions
 - Complete Body Undercoating
 - 5 Year 100,000 Mile Extended Tow Warranty, Warranty To Cover Body, Chassis, and Engine Failures
 - 3 Year Full Body Chassis Warranty For Term and Mileage of Lease (excludes regular maintenance items)
 - All Customer Required Lettering (Example: Bus ID#s, and “Canterbury Public Schools”)
 - Erratic Driving Decal With Phone Number and area code
 - License And Title To Be Included In Bid Price
 - Guaranteed delivery date (to be specified on bid). Guaranteed delivery date means

the buses will be Delivered To Canterbury Bus Garage On or Before Specified Date

- Lease must be Written for a 3 or a 5 year term with a Minimal annual mileage allowance of 12,000 miles per year

- BEFORE and AFTER Installation Onto The Chassis
 - Yellow Winter Front
 - Certificate Holder
 - A FACTORY service and parts manual for chassis, body, drive train and auxiliary equipment, complete with all supplements.

ATTACHMENT C – SCORECARD

1. **Understanding Our Objectives** – How well has the Bidder demonstrated that they understand our unique objectives and circumstances?

10	8	6	4	2
High level of understanding, we're on the same wavelength			They are treating this as a generic project	

2. **Proposals Thoroughness & Approach** – How well does the Bidders' approach address our objectives and circumstances?

10	8	6	4	2
Excellent approach – covers all the bases in a logical manner			Their approach is narrowly focused – City staff will have to cover numerous other elements	

3. **Firm Qualifications & Experience** – What company resources is the Bidder willing to commit to Pekin and how well can the Bidders team deliver the goods to ensure successful projects?

10	8	6	4	2
Excellent Team with the right combination of experience, skills and local knowledge. The team is well led			Weaknesses noted in experience and skills. Capacity to meet deadlines is a concern	

4. **References** – What is the Bidders' track record in other similar sized communities?

10	8	6	4	2
Outstanding – a lot of experience and consistently satisfied clients			Not a lot of experience and/or some client dissatisfaction	

5. **Product Capabilities** – How well does the product capabilities fulfill our current and anticipated future needs?

20	15	10	5	0
Highly capable – all elements are well covered			Narrow range - basic support	

6. **Trustworthiness** – How confident are we that we can place our trust in the Bidder and the core team members to always act in the best long-term interests of the City (rather than their own short-term self-interest)?

10	8	6	4	2
High Level of Trust			Low Level of Trust	

7. **Post Installation Customer Support** – What does the Bidder’s post installation support and approach look like?

20	15	10	5	0
Highly capable, systematic and organized				Hit or miss

8. **Overall Impression** – What is the reviewers overall impression of the suitability of the Bidder for this project?

10	8	6	4	2
Highly Impressed	Moderately impressed		Not very impressed	

Total Score / 120

Reviewed by:

Proposal Submitted by:

Pricing Document – Attachment D

The undersigned hereby agrees, if awarded a contract by the Board of Education, Canterbury Public Schools to provide School Bus Fleet Leasing Services in accordance with the foregoing specifications for the bid amount(s) specified below:

BIDS MUST BE ITEMIZED AS FOLLOWS:

1. Interest Rate – 5-year lease term- including all documentation, set-up, origination or other costs in the proposed rate.

All-In Interest Rate: _____ %

Index: Please provide an interest rate index and margin for your rate quote to be used. Please utilize like-maturity Treasury index and discuss how the spread is calculated. If your organization uses another index please describe the index and source of data that can be accessed from publicly available information.

Publicly published Index:

It is the intent of CPS to identify a fixed margin against the above selected index to insure interest rate integrity throughout the term of the contract. Please indicate below the margin above the selected index to be fixed at time of closing.

Basis points above index:

2. Interest Rate – 3-year lease term- including all documentation, set-up, origination or other costs in the proposed rate.

All-In Interest Rate: _____ %

Index: Please provide an interest rate index and margin for your rate quote to be used. Please utilize like-maturity Treasury index and discuss how the spread is calculated. If your organization uses another index please describe the index and source of data that can be accessed from publicly available information.

Publicly published Index:

It is the intent of CPS to identify a fixed margin against the above selected index to insure interest rate integrity throughout the term of the contract. Please indicate below the margin above the selected index to be fixed at time of closing.

Basis points above index:

3. Monthly lease payments per base bus type – 5-year lease term

Bus Type	Base Bus Delivered Cost	Sales Tax	Total Delivered Cost	Monthly Lease Payment
71 passenger Bus				

4. Annual lease payments per base bus type – 3-year lease term

Bus Type	Base Bus Delivered Cost	Sales Tax	Total Delivered Cost	Annual Lease Payment
71 passenger Bus				

(Is there a \$1.00 buyout, at the end of lease, do we own them? or describe the buyout)

5. Cost for Purchase of Two to Three (2 – 3) 71 Passenger Buses including all documentation, set-up, origination or other costs.

All In Total: \$ _____ per bus / EACH

6. Purchase Pricing per base bus detailed breakdown

Bus Type	Base Bus Cost	Sales Tax	Fees	Total Delivered Cost
71 passenger Bus				