



KODIAK ISLAND BOROUGH SCHOOL DISTRICT
722 Mill Bay Road, Kodiak, AK 99615
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E-mail: purchasing@kibsd.org

**Request for Quotation (RFQ)
FY20-15 KIBSD DRIVER'S ED VEHICLE RFQ
MARCH 10, 2020**

The Kodiak Island Borough School District is soliciting quotations to provide a required motor vehicle for the Driver's Education class. The vehicle requirements and specifications are attached in Section M. General Information & Specification.

This Request for Quotation (RFQ) states the instructions for submitting quotations, the procedure and criteria by which a vendor may be selected, and the contractual terms by which KIBSD intends to govern the relationship between it and the selected vendor.

All quotations must be received at the Kodiak Island Borough School District (KIBSD) Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615, by **12:00 PM on March 31, 2020** to be considered. Quotations will be opened at 1:10 PM on March 31, 2020 in the KIBSD Finance Department located at 722 Mill Bay Road, Kodiak, Alaska 99615 RM F145.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFQ, all vendors who intend to submit a response to this RFQ should complete Attachment #1 (Acknowledgement of RFQ and Intent to Respond) and return to purchasing@kibsd.org.

If you have any questions regarding this RFQ, please contact Ferlene Fuentes at (907) 486-7592 or Sandy Daws at (907) 486-7557.

Please mark your quotation envelope, fax or electronic quotation as follows:

**FY20-15 KIBSD DRIVER'S ED VEHICLE RFQ
Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615
Attention: Purchasing Department**

This is not an order.

Sincerely,
Ferlenefuentes
Ferlene Fuentes
Purchasing Supervisor



A. QUOTATIONS

1. Quotations must be received by 12:00 PM on March 31, 2020 at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615. They will be opened on March 31, 2020 at 1:10 PM in the KIBSD Finance Department RM F145.
2. Quotations, if mailed, faxed, or sent electronically must be clearly marked as follows:

FY20-15 KIBSD DRIVER'S ED VEHICLE RFQ
Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615
Attention: Purchasing Department

3. Vendors must submit quotations on the enclosed attachments.
4. Quotations should include a requested timeline in regards to site visit if necessary.
5. The KIBSD Shipping and Receiving Office is open for business from 7 a.m. to 3:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. The ultimate responsibility for the delivery of the quotation document lies with the vendor. The School District shall make no concession regarding postal service or any other form of conveyance of the quotation document even when timely delivery of the quotation fails through no fault of the vendor. **Late quotations will not be considered and will be returned to the vendor unopened after the award.**

Vendors are encouraged to mail quotations at least five (5) working days prior to the opening.

B. RECEIPT AND OPENING OF QUOTATIONS

1. Quotes received prior to the advertised hour of opening will be kept securely sealed until the date and time of the opening of quotations. All faxed or electronic quotations will be placed in a sealed envelope until the opening.
2. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a quotation not properly addressed and identified in accordance with the instruction contained herein.
3. On the date and at the time and place fixed for the opening of quotations, the District's representative will open and record all responsive bids. Vendors and other persons properly interested may be present, in person or in representative.



C. PRICES/DELIVERY

1. All quotations must be exclusive of federal, state, and local taxes. An Exemption Certificate will be furnished when required.
2. All quotations must be firm for ninety (90) days after the quotation opening date.

D. REQUIRED INFORMATION

Quotes must include:

1. Company Profile
2. Proposed Rates
3. References
4. Safety Ratings
5. Warranty Information

E. MODIFICATION, CORRECTION, OR WITHDRAWAL OF QUOTATIONS

Quotations may be modified, corrected, or withdrawn prior to the closing time and date by written or FAX request. Quotations may not be modified or corrected verbally. The vendor bears the same responsibility for delivery of quotation modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletions, corrections, or withdrawals of the quotation not in compliance with these provisions may be construed as a lack of “good faith” may be cause for rejection of the quotation.

F. EVALUATION CRITERIA

Quotations will be evaluated on many criteria deemed to be in KIBSD’s best interests, including, but not limited to the following:

1. Price
2. Quality
3. Proposed Delivery Date
4. Past Performance of Vendor
5. Vendor’s history and experience
6. Available Funding
7. Vendor’s Warranty

A local vendor preference of up to 10% may be given to vendors maintaining offices in Kodiak if all other factors are equal.

We reserve the right to select and purchase any or all of the quoted items. If prices are based on total quantity only, please indicate.



G. CONTRACT DOCUMENTS

The final contract shall include:

1. This RFQ, including Attachments #1 and #2.

Attachment #1 Request for Quotation signed by both parties
Attachment #2 Acknowledgement of RFQ and Intent to Respond

2. Any purchase order in support of projects/equipment will be sent to the successful vendor.

H. AWARD OF CONTRACT (Purchase Order)

1. The resulting contract will be awarded to the responsible vendor submitting the most attractive quotation as determined by the evaluation factors and complying with the requirements of this solicitation, provided the quotation is reasonable and it is in the best interest of the District to accept it. The District, however, reserves the right to consider all features of the quotation, reject any and all quotations, consider alternates, and waive any informality or irregularity in quotations received whenever such rejection or waiver is in the District's best interest.
2. The District reserves the right to reject the offer of any vendor who has previously failed to perform properly or complete on time, contracts of a similar nature; to reject the offer of a vendor who is not, in the opinion of the District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the District.
3. The KIBSD School Board during a regular scheduled meeting will review the contract documents and make award of the contracts if approved.

I. COMPLIANCE WITH LAWS

The vendor shall comply with all applicable Federal and State laws and local ordinances, including but not limited to, the Federal Occupational Safety and Health Act of 1970 and Health Act of 1973 and amendments thereto and all regulations issued thereunder by the Federal and State governments.

J. CONFLICTING TERMS

Whenever there is an apparent conflict between the General Terms and Conditions and the Specifications, the Specifications shall prevail.

K. PAYMENT

Payment of invoices will be made within thirty to forty-five (30 to 45) days after completion and inspection of work.



L. TERMINATION FOR CAUSE

If the vendor refuses or fails to deliver the equipment within 30 days of their proposed delivery date stated on Attachment #1, the School District may, by written notice to the vendor, terminate the contract and award to the next lowest responsive vendor. If the vendor fails to comply with the insurance requirements, the District may terminate the contract in ten (10) days written notice.

M. GENERAL INFORMATION & SPECIFICATION

PURPOSE AND INTENT

- A. It is the primary intent of this solicitation to receive quotations from qualified companies to provide the required vehicle for the Driver’s Education class.
- B. The work shall be performed in compliance with all the applicable federal, state, and local requirements. KIBSD requires all work to be performed efficiently, cost effectively and according to the best practices and standards of the industry.

SCOPE

- A. Provide one (1) new (2018, 2019 or 2020 with less than 200 miles on odometer) vehicle, FOB 722 Mill Bay Rd. Kodiak, Alaska 99615 for the Driver’s Education class as outlined and specified below:

Engine:	4cyl
Fuel System:	Full Injection
Fuel Type:	Gasoline
Fuel Consumption:	Economical
Transmission:	Automatic
Drive Wheel:	All Wheel Drive
Doors:	4
Seating:	5
Safety & Security:	Dual Controlled brakes and mirrors



FY20-15 KIBSD DRIVER'S ED VEHICLE RFQ Attachment #1

Acknowledgement of RFQ and Intent to Respond

All vendors who intend to submit a response to this RFQ must complete this form and fax/email it to:

Ferlene Fuentes, Purchasing Supervisor
Kodiak Island Borough School District
purchasing@kibsd.org
(907) 486-7592 phone
(907) 481-6108 fax

Any vendor who fails to notify the District of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name/AK Business License: _____

Contact Name: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact E-mail Address: _____

Mailing Address: _____

- I have reviewed the requirements of this RFQ and intend to respond.
- I have reviewed the requirements of this RFQ and do not intend to respond but desire to remain on the District's vendor list.
- I have reviewed the requirements of the RFQ and not intend to respond, please remove my company's name from your vendor list.



Signature/Title/Date

FY20-15 KIBSD DRIVER'S ED VEHICLE RFQ Attachment #2

Business Name/AK Business License: _____

Contact Name: _____

Contact Phone Number: _____

Contact Fax Number: _____

Contact E-mail Address: _____

Mailing Address: _____

Location (Street Address): _____

Offered Vehicle's

Brand Name: _____

Model and Year: _____

Base Price: _____

Total Price FOB Kodiak: _____

Proposed Delivery Date: _____

Vendor Signature	KIBSD Signature
Title	Title
Date	Date