



**IDEA Public Schools**  
**REQUEST FOR PROPOSALS (RFP)**  
**For**  
**SCHOOL BUS AIR CONDITIONING**  
**SYSTEMS**

**CONTENTS**

PART I - GENERAL INFORMATION ..... 4

    BACKGROUND ..... 4

    FUNDING ..... 4

    SERVICES SOLICITED ..... 4

    TIME-FRAME ..... 6

    PAYMENT TERMS ..... 6

PART II- PROPOSAL CONTENT AND PROCESS ..... 6

    PURPOSE ..... 6

    Notes to All Vendors ..... 6

    SCOPE OF SERVICES..... 7

        RESPONDENT RESPONSIBILITY ..... 7

        Desired Services and General Information ..... 8

        Maintenance, Parts and Repair:..... 9

        References.....10

        Cost: ..... 10

        System Installation and Planning: .....11

        Training.....19

**AIR CONDITIONING SYSTEMS SPECIFICATIONS ON EQUIPMENT, RELATED ITEMS AND SERVICES.....19**

    Product Support: ..... 19

    Pull Down Test Requirement: .....20

    OPERATIONAL REQUIRMENTS: .....21

IDEA PUBLIC SCHOOLS RESPONSIBILITY ..... 221

Pre-Bid Meeting (Conference call) ..... 22

WHO IS ELIGIBLE TO RESPOND ..... 223

PROCUREMENT CONDITIONS/GENERAL TERMS..... 23

ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS..... 254

SELECTION CRITERIA ..... 25

    RESPONSIVE/RESPONSIBLE RESPONDENTS ..... 255

EVALUATION ..... 26

HOW TO SUBMIT A PROPOSAL ..... 27

PART III- PROPOSAL FORMAT..... 277

    TITLE PAGE ..... 28

    RFP RESPONSE FORMAT AND CONTENT..... **Error! Bookmark not defined.**29

    RESPONDENT IDENTIFICATION ..... 29

    ADDITIONAL REQUIREMENTS ..... 300

    Price of Digital Camera Systems (60 POINTS) ..... 300

    Quality of Digital Camera Systems (30 POINTS)..... 300

    References and Past Performance (10 POINTS)..... 300

ATTACHMENTS..... 311

## PART I - GENERAL INFORMATION

### BACKGROUND

IDEA Public Schools is a growing network of tuition-free K-12 public charter schools serving more than 44,000 students in 70 schools throughout the Rio Grande Valley, San Antonio, Austin, El Paso and Baton Rouge, LA. IDEA is committed to "College for All Children" and has sent 100% of its graduates to college for six consecutive years.

### FUNDING

IDEA Public Schools is a 501(c)(3) non-profit organization. Funding for IDEA Public Schools operations and programs are provided through fundraising, philanthropic grants, state and federal funding.

### SERVICES SOLICITED

IDEA Public Schools is soliciting a Request for Proposal (RFP) for School Bus Air Conditioning Systems, related items and services that include the Retrofit installation of Air Conditioning units on our 285 School Buses district wide. **The proposal shall include a detailed quote with pricing offered for each of your recommended air conditioning (A/C) systems whether rooftop or inside the bus that fall under the Texas and Louisiana State Specifications for School Buses. These specs should influence the number of Air Conditioning units installed depending on the size of the bus. The pricing shall also include labor cost involved and a yearly maintenance cost breakdown to upkeep the units. RFP responses shall also include all warranty packages offered for their product. Additionally, the responses shall include Diagrams of how the offered systems will be located and installed that include the exact interior and exterior positions of all blowers, compressors, condensers, expansion valves, evaporators, generators, hoses, line layout, wiring...(etc.)**

Each vendor shall furnish the information required by the Contract Documents. The vendor shall sign the *proposal*, *all addenda*, and the *proposal sheet*. The person signing the proposal must initial erasures or other changes. Proposals signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to IDEA Public Schools.

- 1.1 Deliveries shall be FOB Destination to IDEA Public Schools destination sites. Freight prepaid and assumed by the vendor. IDEA Public Schools reserves the right to pick up items in lieu of delivery from local vendors.
- 1.2 IDEA Public Schools does not pay Federal Excise Taxes or Texas and local retail sales and use taxes. Tax exemption certificates will be provided upon request.

- 1.3 The vendor may offer an “equal” product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an “approved equal” remains with IDEA Public Schools.
- 1.4 All data and material safety data sheets (MSDS) must accompany proposal.
- 1.5 Proposals submitted on forms other than the IDEA Public Schools forms or with different terms or provisions may be considered as non-responsive proposals.
- 1.6 IDEA Public Schools expects that all proposals will remain valid for the term of this proposal if any have been applied.
- 1.7 Award to vendor(s) will be for an undisclosed period of time and therefore will remain open until such services have been deemed no longer necessary by IDEA
- 1.8 The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.
- 1.9 “Reservations”. IDEA Public Schools expressly reserves the right to:
- 1.10 Waive minor deviations from the specifications when it is determined that the total cost to the IDEA Public Schools of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
- 1.11 Waive any defect, irregularity or informality in any proposal procedure.
- 1.12 Reject any or all proposals.
- 1.13 Amend a proposal prior to proposal opening date to extend or make changes to specification.
- 1.14 Procure any item by other means.
- 1.15 Increase or decrease the quantity specified in the proposal, unless the offer specifies otherwise.
- 1.16 If during anytime of the award status with vendor the services promised and product performance has affected the efficient operation of buses equipped with such, IDEA will decide to select a secondary vendor to proceed with, if several attempts to correct issues have failed to meet the satisfaction of IDEA.

## TIME-FRAME

An RFP packet will be available at 08:00 a.m. CST on Thursday, September 20, 2018, at the Headquarters Office located at 2115 Pike, Weslaco TX 78596 and in our website at the following link, <http://www.ideapublicschools.org>, under the "Get Involved" tab. The vendor is responsible for obtaining any updates or amendments to the RFP from the website. **The deadline for submitting proposals for this RFP is Friday, October 19, 2018 at 5:00 p.m. CST.**

If you have any questions in regards to this RFP process, please contact Salomon Torres in the Transportation Department at (956) 272-6505. Proposals must be delivered to and received prior to this deadline to the address noted above. There will be no exceptions. **Proposals received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

## PAYMENT TERMS

Payment will be issued upon review and approval of invoice for any portion of this project and work done within 30 days. Payment will also be issued as installs of product accepted occur on approved number of buses. These number of buses will be according to the 24 different campuses that hold their own buses on sight and will gradually be switching over to Air Conditioning by an approved order process that might not occur immediately upon awarding a vendor. All campuses together equal a total of 285 school buses for the 2018-2019 school year that will definitely increase continuously in the coming school years

## PART II- PROPOSAL CONTENT AND PROCESS

### PURPOSE

Utilizing the Request for Proposals (RFP) method of procurement, IDEA Public Schools is requesting proposals from companies/businesses (Respondents) for Retrofitting Air Conditioning Systems at an approved interval and ascending implementation method until we eventually cover 285 of our School Buses. The District is seeking Air Conditioning Systems for the purpose of assisting with the implementation of an area wide management plan designed to support interoperability at both the district and inter-district levels. This upgrade of A/C equipped buses will allow for standardization among the District which will directly benefit the students that ride our buses on a daily basis.

### NOTES TO ALL VENDORS

IDEA Public Schools is interested:

1. Vendor must keep IDEA Public Schools (IDEA) advised of any changes in order(s) status.
2. Award to vendor(s) will be for an undisclosed period of time and therefore will remain open until such services have been deemed no longer necessary by IDEA.
3. Questions regarding this proposal must be in writing and emailed to [salomon.torres@ideapublicschools.org](mailto:salomon.torres@ideapublicschools.org) and [carlos.castaneda@ideapublicschools.org](mailto:carlos.castaneda@ideapublicschools.org)
4. Vendor must be state certified HUB vendor (Historically Underutilized Business) and/ or certified MWBD vendor (Minority and Women-owned Business). If yes, certification must be included in submittal for each one.
5. **Delayed Warranty Start up.** To begin on IDEA “in service date” (Not invoice date, not date received).
6. All pricing and any award under this RFP shall be good for IDEA and any other entity purchasing through IDEA.

## SCOPE OF SERVICES

### RESPONDENT RESPONSIBILITY

IDEA Public Schools expectations with respect to the performance by each vendor in connection with the IDEA Public Schools purchases are set out in the “Contract Documents” which consist of the *Request for Proposal* (“RFP”), *Instructions to Vendors*, *Standard Terms and Conditions*, and *Proposal Sheet*. Vendors who fail to examine the Contract Documents do so at their own risk.

Any explanation desired by a vendor regarding the meaning or interpretation of any portion of the contract documents must be emailed to [salomon.torres@ideapublicschools.org](mailto:salomon.torres@ideapublicschools.org) or [carlos.castaneda@ideapublicschools.org](mailto:carlos.castaneda@ideapublicschools.org), in a timely manner to allow for a reply to reach vendors before the submission of their proposals. Oral explanations or instructions given before the award will not be binding. Any information given to one prospective vendor will be furnished to all prospective vendors as an *Addendum*, if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.

The selected respondent(s) will follow practices, processes, and protocols established by local, state, and federal agencies with respect to their field of service and goods.

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## DESIRED SERVICES

### GENERAL INFORMATION

IDEA Public Schools wishes to maintain a relationship with a vendor for the maintenance and support of the District's Air Conditioning infrastructure. The selected vendor shall maintain all facets of our infrastructure, including, but not limited to:

- Infrastructure
- A/C Equipment – Evaporators, Blowers, Condensers, Compressors, Expansion Valves, generators, cooling fans, fitting, mounts, refrigerants...(etc.)
- Wiring used for the installation of such systems
- Any onboard diagnostic features that each system may have been installed on the bus
- Diagrams needed for reference of the installed systems
- Training to all maintenance staff that will be needed.
- System Documentation
- Installation of New Units in District Vehicles and Equipment.

The vendor will also be responsible for the planning, installation, and provisioning of new infrastructure and equipment as required by the District. The vendor will provide an annual FCC/Preventive Maintenance check on the District-wide A/C Systems. The vendor will provide all needed equipment as requested by the District for usage for the initial install. All parts and labor required to install the equipment is to be included. Free pick-up and delivery by the vendor of equipment in need of repair is included as part of this proposal.

The proposer, within the scope of this RFP, shall provide training to IDEA Public Schools staff on operation and maintenance of all air conditioning systems and equipment on an as-needed basis. These trainings will occur in the initial installation and periodically throughout the year, and will be available to new and existing staff to provide them with the information they need to effectively ensure continued proper usage and upkeep of all air conditioning systems. The proposer shall provide a training plan as well as model training materials for evaluation by the District; these materials may be requested prior to proposal selection.



**MAINTENANCE, PARTS AND REPAIR:**

The proposer shall maintain and repair all systems, equipment and hardware throughout the life of this agreement. This includes, but is not limited to, all components of the District's infrastructure and subscriber equipment. IDEA Public Schools reserves the right to have technical staff on-site to witness, and if desired, assist in the maintenance and troubleshooting procedures. This shall not relieve the chosen proposer from warranty and maintenance responsibility as defined in this RFP. If warranty allows for replacement parts that may frequently be affected more due to the hotter climate or replacement maintenance hardware like filters and hoses or lines, extra spare supplies shall be furnished by the vendor to the customer so that the normal preventive maintenance on A/C units can occur without the delay that exists when such materials are not immediately available and have to be shipped. On an annual basis, the proposer and the District shall review any additions or modifications to the air conditioning systems hardware and if necessary, adjust the yearly renewal cost to accommodate equipment added or removed. Should the proposer indicate that the amount of additional equipment brought online in a given year requires an adjustment to the maintenance contract, the District must be notified no less than sixty (60) days in advance of the contract renewal. The proposer shall provide an itemized list of the equipment added to the contract, along with a proposed adjustment to the contract to accommodate this equipment. The District shall have the option to accept these updates as presented, choose to maintain the equipment on a time and materials basis, or exclude the equipment from this agreement entirely.

Proposers must briefly describe their trouble reporting and resolution procedure. Copies of actual procedures or policies are not required with the Proposal, but may be requested prior to or any time after award. Proposers must briefly describe their customer support services philosophy. Proposers must describe any other outside resources available to the Proposer for performance of the system. This could include strategic partners, consultants and Sub-Contractors. Proposers must submit a list of assigned staff, their qualifications, relevant training (including industry and manufacturer certifications, and personnel training such as supervisor or foreman training), and experience. Any third party involvement for the installation and future servicing of the purchased product must be held to the same high standards as the awarded vendor has been evaluated to meet. This is crucial to the expectations of safety we wish to uphold among our operations and reputation since the students well-being is immediately affected when quality and performance from other parties involved is sacrificed for the sake of monetary savings.

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**REFERENCES:**

Proposers must submit three (3) references from previous projects similar in scope and complexity to that described in this RFP that the Proposer has performed in the last three years. Include sufficient variety to cover all types of projects required by this RFP. Include a brief narrative describing the project(s) performed for each reference. Project scope and complexity should be similar to that required by this RFP. Include also the other customer's information like the following:

Organization Name  
Contact Person Name and Title  
Contact Phone Number  
Contact Address  
Amount of Contract

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**COST:**

Cost Schedules being proposed are to be comprehensive and are to include all components and services necessary to meet the requirements of this RFP. Costs not identified cannot be added or considered at a later time and will not be accepted in the final contract. The Proposer is to provide detailed pricing for each item or service necessary to comply with the requirements of this RFP. Cost Schedules should include the following at a minimum:

- a.) Model Number (if applicable)
- b.) Description of Item or Service
- c.) Unit Price
- d.) Extended Price
- e.) Total Price or
- f.) Total Leasing Price and Contract Duration
- g.) Labor Rates for Repairs not included in base contract
- h.) Cost of Replacement Hardware (if applicable aside from inventoried supply given that can be sent back as an RMA)

I.) Delivery of product to District Location

Additional Information/Submittals:

- a) Test Equipment & Spare Parts
- b) If Training will be provided to Staff (ex: Managers and Mechanics)
- c) Maintenance Plan (Maintenance, Parts & Repair)
- d) Parts Availability
- e) Warranty Information
- f) Brochures that details the explains the details of all equipment offered shall be provided in the RFP responses.

SYSTEM INSTALLATION AND PLANNING:

- The Vendor shall conduct a detailed survey of each School Bus type and develop a vehicle layout plan documenting the location and best performance for each vehicle type in the fleet.
- **NOTE: NO INSTALLATION OF ANY AIR CONDITIONING UNITS OR SYSTEMS SHALL, UNDER ANY CIRCUMSTANCES, VOID THE CHASSIS MANUFACTURER'S ENGINE WARRANTY.**
- The Selected Vendor shall have their staff or contractors staff abide by the District's Policy at all times when on School Property which includes the prohibition of smoking on campus all together at any time when the installation is occurring and have proper identification on hand for the passes given to visitors in each campus.
- **A brief list of some of our vehicles with VIN numbers, make and models are provided below so that they can be used as a reference for compatible systems:**

UNIT NUMBER	Make/Model	Engine Type	Year	VIN
329	Blue Bird/Vision	CAT C7	2010	1BAKGCKA9AF268369
360	Blue Bird/Vision		2014	1BAKBKCPH9EF303955
330	Blue Bird/Vision	CAT C7	2010	1BAKGCKA9AF268372
367	Blue Bird/Vision	CUMMINS 6.7	2012	1BAKGCPH0CF285540
340	Blue Bird/Vision	CAT C7	2010	1BAKGCKA0AF268373
328	Blue Bird/Vision	CAT C7	2010	1BAKGCKA6AF268376
344	Blue Bird/Vision	CAT C7	2010	1BAKGCKA2AF268374
327	Blue Bird/Vision	CAT C7	2010	1BAKGCKA7AF268368

391	Blue Bird/Vision		2012	1BAKGCPH2CF285541
373	Blue Bird/Vision		2012	4DRBUAANOCB394925
342	Blue Bird/Vision	CAT C7	2010	1BAKGCKA4AF268375
376	Blue Bird/Vision		2014	1BAKBCPH5EF303953
363	Blue Bird/Vision		2014	1BAKBCPH2EF303960
206	International/CE Series	VT 365	2007	4DRBUAFN57A268659
303	International/CE Series	VT365	2008	4DRBUAFP78B550296
304	International/CE Series	VT365	2008	4DRBUAFP38B550294
305	International/CE Series	VT365	2008	4DRBUAFP28B550299
306	International/CE Series	VT 365	2008	4DRBUAFP78B550301
308	International/CE Series	VT 365	2008	4DRBUAFP98B550302
309	International/CE Series	VT365	2008	4DRBUAFP98B550297
311	International/CE Series	VT365	2008	4DRBUAFP08B550298
312	International/CE Series	VT365	2008	4DRBUAFP58B550300
313	International/CE Series		2008	4DRBUAFP88A499400
314	International/CE Series	VT365	2008	4DRBUAFP58B550295
315	International/CE Series	VT365	2008	4DRBUAFP08B550303
316	International/CE Series	VT 365	2008	4DRBUAFPX8A499396
205	International/CE Series	VT365	2005	4DRBUAFP07B346924
206	International/CE Series	VT365	2005	4DRBUAFP75B978767
208	International/CE Series	VT-365	2005	4DRBUAFP95B978768
209	International/CE Series	VT365	2007	4DRBUAFP97B365424
210	International/CE Series	DT-466	2000	IHVBBAAAP3YH300577
209	International/CE Series	Maxx Force 7	2010	4DRBUSKP0AB141199
214	International/CE Series	Maxx Force 7	2008	4DRBUSKP9AB141203
215	International/CE Series	DT466	2008	4DRBUAAP08B493320
216	International/CE Series	VT-365	2007	4DRBUAFN37A268658
217	International/CE Series	Maxx Force7	2009	4DRBUSKP29B666745
218	International/CE Series	Maxx Force 7	2009	4DRBUSKP99B666810
219	International/CE Series	VT 365	2008	4DRBUAFP78B494859
338	International/CE Series	Maxx Force7	2012	4DRBUSKNOCB605318
154	International/CE Series	T444	2003	4DRBRABN63B953085
274	International/CE Series	Detroit 466 7.6L	2004	1HVBBAAANX4H610766
276	International/CE Series	VT 365	2007	4DRBUAFNX7A268656
278	International/CE Series	VT365 6.0L	2007	4DRBUAFN97A268695

280	International/CE Series	VT365	2007	4DRBUAFP47B365427
281	International/CE Series	Maxx Force 7	2009	4DRBUSKN29B090668
336	International/CE Series	Maxx Force 7	2010	4DRBUSKP5AB179334
259	International/CE Series	T444 7.3	1999	1HVBBABP4YH300456
298	International/CE Series	T444 7.3	1998	1HVBBABP8XH201816
379	International/CE Series		2012	4DRBUAAN09B681769
136	International/CE Series	VT 365	2007	4DRBUAFP87B365429
137	International/CE Series	Maxx Force 7	2007	4DRBUSKP59B666738
142	International/CE Series	Maxx Force DT	2008	4DRBUAAN88B642071
144	International/CE Series	VT365 6.0	2006	4DRBUAFP86B190663
148	International/CE Series	MaxxForce7	2009	4DRBUSKP79B681144
149	International/CE Series	VT 365	2008	4DRBUAFP38B495393
152	International/CE Series	Detroit-466	2000	1HVBBAAP9YH300616
350	International/CE Series	Maxx Force 7	2010	4DRBUSKP0AA164584
351	International/CE Series	Maxx Force 7	2015	4DRBUSKN4FB040804
352	International/CE Series	Maxx Force 7	2015	4DRBUSKN6FB040805
271	International/CE Series	T444 7.3L	1998	1HVBBABP2XH201813
273	International/CE Series	T444	1999	1HVBBABP0XH201812
286	International/CE Series	Maxx Force 7	2009	4DRBUSKP19B666736
287	International/CE Series	Detroit 466	2008	4DRBUAAP48B493322
288	International/CE Series	MaxxForce7	2010	4DRBUSKP5AB137133
290	International/CE Series	Maxx Force 7	2010	4DRBUSKP7AB141197
318	International/CE Series	VT 365 6.0	2007	4DRBUAFN17B269401
339	International/CE Series	Max Force 7	2012	4DRBUSKN1CB605313
183	International/CE Series	DT466 7.6L	2001	1HVBBAAP31H383935
294	International/CE Series	T444 7.3L	2002	4DRBRABP22B945632
302	International/CE Series	Detroit 466 7.6L	2000	1HVBBAAP8YH307766
310	International/CE Series	Maxx Force 7	2009	4DRBUSKP79B666742
317	International/CE Series	Maxx Force 7	2009	4DRBUSKP79B666739
346	International/CE Series	Maxx Force7	2012	4DRBUSKN4CB605306
353	International/CE Series	Maxx Force 7	2015	4DRBUSKN3FB040812
177	International/CE Series	VT365 6.0 L	2006	4DRBUAFP56B190667
178	International/CE Series	VT365 engine	2006	4DRBUAFN87A268655
180	International/CE Series	Maxx Force 7	2009	4DRBUSKP09B666744
181	International/CE Series	VT365	2008	4DRBUAFP98B495401

182	International/CE Series	VT 365	2007	4DRBUAFN27A268683
184	International/CE Series	VT365	2007	4DRBUAFP47B365430
186	International/CE Series	Maxx Force 7	2009	4DRBUSKP59B673933
187	International/CE Series	VT365	2007	4DRBUAFP67B365428
189	International/CE Series	Maxx Force 7	2010	4DRBUSKP1AB138909
194	International/CE Series	T444 7.3	2000	1HVBBABN0YH347174
252	International/CE Series	VT 365	2008	4DRBUAFP88A499395
253	International/CE Series	T444 V8	1999	1HVBBABP6YH300457
257	International/CE Series	VT 365	2008	4DRBUAFP38B494860
258	International/CE Series	VT365 6.0L	2006	4DRBUAFN57B269403
354	International/CE Series	Maxx Force 7	2015	4DRBUSKN5FB040813
101	International/CE Series	Detroit 466	2008	4DRBUAAN48B642066
108	International/CE Series	VT 365	2007	4DRBUAFN07A268682
110	International/CE Series	VT365	2007	4DRBUAFP47B346926
115	International/CE Series	VT 365	2008	4DRBUAFP18B495408
134	International/CE Series	T444 7.3L	2002	4DRBRABN43B953103
134	International/CE Series	T4447.3L	2002	4DRBAN43B953103
240	International/CE Series	VT365	2007	4DRBUAFN47A268684
242	International/CE Series	VT 365	2007	4DRBUAFN57A268676
243	International/CE Series	VT 365	2007	4DRBUAFP27B365426
244	International/CE Series	VT 365	2007	4DRBUAFN47A268670
246	International/CE Series	VT365	2007	4DRBUAFP07B365425
247	International/CE Series	Maxx Force 7	2009	4DRBUSKP39B666754
248	International/CE Series	VT365	2008	4DRBUAFP28A499392
262	International/CE Series	Maxx Force 7	2009	4DRBUSKP09B671006
263	International/CE Series	VT365	2007	4DRBUAFN07A268696
264	International/CE Series	VT 365	2006	4DRBUAFN57A268693
265	International/CE Series	VT 365	2008	4DRBUAFP28A499389
266	International/CE Series	Maxx Force 7	2009	4DRBUSKN99B090683
267	International/CE Series	MaxxForce7	2009	4DRBUSKNX9B090675
268	International/CE Series	Maxx Force 7	2009	4DRBUSKP59B666741
270	International/CE Series	VT 365	2008	4DRBUAFP38B495412
358	International/CE Series	Maxx Force 7	2015	4DRBUSKN5FB040861
359	International/CE Series	Maxx Force 7	2015	4DRBUSKN0FB025457
157	International/CE Series	VT365 6.0L	2007	4DRBUAFN58A493570

158	International/CE Series	VT365	2006	4DRBUAFP06B235286
159	International/CE Series	VT365	2007	4DRBUAFN77A268663
160	International/CE Series	Maxx Force 7	2009	4DRBUSKP39B671002
161	International/CE Series	VT365	2006	4DRBUAFN77A268694
162	International/CE Series	VT365	2006	4DRBUAFNX7A268673
163	International/CE Series	VT365	2006	4DRBUAFP26B190660
164	International/CE Series	VT365	2006	4DRBUAFP16B190665
165	International/CE Series	DT466	2000	1HVBBAAP21H384025
168	International/CE Series	Maxx Force 7	2009	4DRBUSKP99B666743
169	International/CE Series	DT-466	2000	1HVBBAAPOYH274732
171	International/CE Series	MaxxForce7	2009	4DRBUSKN79B682051
172	International/CE Series	VT365	2008	4DRBUAFN18A493582
174	International/CE Series	Maxx Force 7	2010	4DRBUSKP0AB141204
175	International/CE Series	T444	1998	1HVBBABP2WH621571
348	International/CE Series	Maxx Force7	2010	4DRBUSKP2AA164585
364	International/CE Series		2009	4DRBUAAN19B681909
377	International/CE Series		2009	4DRBUAAN09B681903
127	International/CE Series	T444-7.3L	2004	4DRBRABP74B961635
254	International/CE Series	DT466 7.6	1999	1HVBBAAN6YH288746
299	International/CE Series	T444 7.3	2000	1HVBBABN0YH344176
355	International/CE Series	Maxx Force 7	2015	4DRBUSKN0FB040816
362	International/CE Series		2009	4DRBUAAN99B681902
365	International/CE Series		2009	4DRBUAAN59B681900
225	International/CE Series	T444 7.3L	1998	1HVBBABP3WH568900
255	International/CE Series	Maxx Force 7	2010	4DRBUSKPXAB138911
222	International/CE Series	Maxx Fore 7	2009	4DRBUSKN69B090673
224	International/CE Series	VT-365	2007	4DRBUAFN97A268681
228	International/CE Series	Maxx Force 7	2009	4DRBUSKP89B666751
230	International/CE Series	VT-365 Engine-6.0L	2007	4DRBUAFN47A268703
231	International/CE Series	Maxx Force 7	2009	4DRBUSKN89B090674
233	International/CE Series	VT-365	2007	4DRBUAFN67A268668
235	International/CE Series	Maxx Force 7	2009	4DRBUSKP39B666737
123	International/CE Series	MAXX FORCE DT	2008	4DRBUAAN68B642067
125	International/CE Series	VT 365 6.0L	2007	4DRBUAFN47A262349
129	International/CE Series	VT 365 6.0L	2007	4DRBUAFN17A268657



130	International/CE Series	VT365 6.0L	2008	4DRBUAFN58A493584
132	International/CE Series	VT365 6.0L	2006	4DRBUAFP66B190662
307	International/CE Series	VT365	2007	4DRBUAFP77B346922
337	International/CE Series	Maxx Force7	2010	4DRBUSKP7AB235001
371	International/CE Series	CUMMINS 6.7	2012	4UZABRDU3CCBA0722
221	International/CE Series	T444 7.3L	1999	1HVBBABNOXH201842
237	International/CE Series	Detroit 466	2000	1HVBBAAP0YH300598
251	International/CE Series	T444 7.3L	2000	1HVBBABPOYH300454
191	International/CE Series	VT365	2007	4DRBUAFN37A268692
195	International/CE Series	VT365	2005	4DRBUAFP85B978762
196	International/CE Series	VT365	2005	4DRBUAFPX5B978763
197	International/CE Series	VT365	2008	4DRBUAFN98A493569
199	International/CE Series	VT365	2007	4DRBUAFP77B365423
200	International/CE Series	Maxx Force 7	2009	4DRBUSKP09B666758
201	International/CE Series	VT365	2007	4DRBUAFN77A268680
202	International/CE Series	T444 7.3	1999	1HVBBABP6XH201815
203	International/CE Series	Maxx Force 7	2010	4DRBUSKP9AB141198
343	International/CE Series	Maxx Force7	2010	4DRBUSKP0AB235003
357	International/CE Series	Maxx Force 7	2015	4DRBUSKN5FB040858
192	International/CE Series	T444 7.3L	2000	1HVBBABN4YH347176
193	International/CE Series	T444 7.3	1999	1HVBBABPXXH202806
236	International/CE Series	DT466	2000	1HVBBAAP7YH300582
320	International/CE Series	DT466	2000	1HVBBAAP1YH307768
356	International/CE Series	Maxx Force 7	2015	4DRBUSKN3FB040857
	International/CE Series	MAX FORCE 7	2013	4DRBUSKP2DB048074
349	International/RE Series	Maxx Force DT	2013	4DRBWAAN6DB202502
345	International/RE Series	Maxx Force DT	2013	4DRBWAAN8DB202503
326	International/RE Series	Maxx Force DT	2013	4DRBWAANXDB202521
334	International/RE Series	Maxx Force DT	2013	4DRBWAAN1DB202505
335	International/RE Series	Maxx Force DT	2013	4DRBWAANXDB202504
347	International/RE Series	Maxx Force DT	2013	4DRBWAAN4DB202515
369	International/Thomas		2008	4UZABRCS58CY61471
390	Thomas/Saf-T-Liner C2		2008	4UZABRDJ48CZ11685
277	Thomas/Saf-T-Liner C2	Freightliner, Mercedes	2007	4UZABRDJ58CZ11663
283	Thomas/Saf-T-Liner C2	Freightliner, Mercedes	2008	4UZABRDKX8CZ04653



138	Thomas/Saf-T-Liner C2	Freightliner-Mercedes	2008	4UZABRDJ98CZ11651
188	Thomas/Saf-T-Liner C2	Freightliner-Mercedes	2008	4UZABRDK48CZ04650
260	Thomas/Saf-T-Liner C2	Freightliner-Mercedes	2008	4UZABRDK88CZ04652
368	Thomas/Saf-T-Liner C2	CUMMINS 6.7	2012	4UZABRDUXCCBA0717
102	Thomas/Saf-T-Liner C2	Freightliner—Mercedes	2008	4UZABRDK68CZ04651
103	Thomas/Saf-T-Liner C2	Freightliner, Mercedes	2008	4UZABRDJ38CZ11662
333	Thomas/Saf-T-Liner C2	CAT C7	2008	4UZABRDC08CY46559
249	Thomas/Saf-T-Liner C2	CAT 3126	2001	4UZAAXAL61CH30979
331	Thomas/Saf-T-Liner C2	CAT C7	2008	4UZABRDCX8CY46553
166	Thomas/Saf-T-Liner C2	Freightliner Mercedes	2008	4UZABRDK88CZ04649
173	Thomas/Saf-T-Liner C2	Freightliner-Mercedes	2008	4UZABRDK28CZ53250
223	Thomas/Saf-T-Liner C2	Freightliner Mercedes	2008	4UZ4BRDJ78C211650
227	Thomas/Saf-T-Liner C2	Freightliner, Mercedes	2008	4UZABRDJ28CZ11653
229	Thomas/Saf-T-Liner C2	Freightliner Mercedes	2008	4UZABRDJ38C211659
232	Thomas/Saf-T-Liner C2	Freightliner-Mercedes	2008	4UZABRDK58CZ46759
234	Thomas/Saf-T-Liner C2	Freightliner-Mercedes	2008	4UZABRDJ08CZ11652
114	Thomas/Saf-T-Liner EF	Cummins ISB 5.9L	2002	4UZAAXBV52CJ54641
104	Thomas/Saf-T-Liner EF	Freightliner-Mercedes	2004	4UZAAXCS04CM78524
105	Thomas/Saf-T-Liner EF	Freightliner-Mercedes	2007	4UZAAXCS77CW64923
106	Thomas/Saf-T-Liner EF	Freightliner-Mercedes	2005	4UZAAXCS65CU38580
107	Thomas/Saf-T-Liner EF	Freight-CAT C7	2007	4UZAAXDC17CW64942
109	Thomas/Saf-T-Liner EF	Mercedes	2007	4UZAAXCS17CW64903
111	Thomas/Saf-T-Liner EF	Freight-CAT C7.	2007	4UZAAXDCX7CW64941
112	Thomas/Saf-T-Liner EF	Mercedes	2005	4UZAAXCSX5CU38579
113	Thomas/Saf-T-Liner EF	CAT C7	2007	4UZAAXDC37CW64943
361	Thomas/Series C		2007	4UZABRDC17CW26328
211	Thomas/Series C	CAT 3126	2000	4UZ3CJFA1YCG03395
275	Thomas/Series C	Mercedes	2003	4UZAAXCS43CL04759
279	Thomas/Series C	CAT 3126	2002	4UZAAXAK72CJ28243
282	Thomas/Series C	CAT 3126	2002	4UZAAXAK92CJ28244
212	Thomas/Series C	CAT CFE/3126--	2000	4UZ3CJFA4YCG03407
139	Thomas/Series C	CAT C7 7.2L	2007	4UZAAXDC07CW64947
140	Thomas/Series C	CAT C7 7.2L..	2007	4UZAAXDC27CW64948
141	Thomas/Series C	CAT C7	2007	4UZAAXDC47CW64949
146	Thomas/Series C	Freightliner-Mercedes-6.4L	2007	4UZAAXCS07CW64908

147	Thomas/Series C	CAT C7 Freightliner	2007	4UZAAXDC07CW64916
151	Thomas/Series C	Mercedes-6.4L	2007	4UZAAXCSX7CW64933
153	Thomas/Series C	Cummins ISB	2001	4UZAAXBW41CH69577
289	Thomas/Series C	Mercedes	2004	4UZAAXCS04CM71699
143	Thomas/Series C	Cummins ISB 5.9L--	2001	4UZAAXBW91CH94281
156	Thomas/Series C	Mercedes	2004	4UZAAXCS44CM32355
291	Thomas/Series C	Caterpillar 3126	2002	4UZAAXAKX3CK69003
292	Thomas/Series C	Caterpillar 3126 7.2	2004	4UZAAXAL44CL84481
293	Thomas/Series C	Cummins ISB 5.9L	1999	4UZ6CFAA4YCG33766
179	Thomas/Series C	Cummins ISB	2002	4UZAAXBWX2CK07133
185	Thomas/Series C	Cummins ISB 5.9L	2001	4UZAAXBW12CK07134
321	Thomas/Series C	Caterpillar 3126	2002	4UZAAXAK33CK73491
372	Thomas/Series C		2012	4UZABRDU4CCBA0728
256	Thomas/Series C	CAT 3126 CFE	1999	4UZ3CJFA7YCG03370
239	Thomas/Series C	CAT 3126 CFE	2001	4UZAAXAL61CH30982
245	Thomas/Series C	CAT 3126 7.2L	2001	4UZAAXALX1CH31004
269	Thomas/Series C	Mercedes	2006	4UZAAXCS87CW64932
272	Thomas/Series C	CAT 3126	2002	4UZAAXAK74CL83414
366	Thomas/Series C		2009	4DRBUAAN59B681766
167	Thomas/Series C	Mercedes	2004	4UZAAXCS34CM71700
297	Thomas/Series C	Mercedes	2003	4UZAAXCS04CM70245
226	Thomas/Series C	Cummins ISB 5.9L	2002	4UZAAXBW82CK07132
370	Thomas/Series C		2007	4UZABRDCX7CW26327
119	Thomas/Series C	Mercedes-6.4L	2007	4UZAAXCS37CW64904
120	Thomas/Series C	CAT C7	2007	4UZAAXDC97CW64946
121	Thomas/Series C	Mercedes 6.4L	2007	4UZAAXCS97CW64907
122	Thomas/Series C	Mercedes-6.4L	2004	4UZAAXCS34CL84394
126	Thomas/Series C	CAT C7 7.2L	2007	4UZAAXDC57CW64944
128	Thomas/Series C	CAT C7	2007	4UZAAXDC77CW64945
117	Thomas/Series C	Cummins ISB 5.9	2002	4UZAAXBV62CJ54647
238	Thomas/Series C	CAT 3126 7.2	2001	4UZAAXAL91CH30975
375	Thomas/Series C		2012	4DRBUSKP6CB536975
131	Thomas/Series C	Mercedes 6.4L	2007	4UZAAXCS77CW64906
261	Thomas/Series C	CAT 3126	1999	4UZ3CJFA9YCG03385

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**TRAINING:**

- Factory authorized training in operation and maintenance for air conditioning systems shall be given to our 6 School Bus District Mechanics and Designated Personnel. All associated cost, including cost of training, travel to and from installation sites where hands on training can occur, meals, lodging, special tools needed for repair and materials required including laptops and software needed for diagnostic purposes, shall be at the contractor's expense.

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**AIR CONDITIONING SYSTEMS AND SPECIFICATIONS:**

1. The Specifications of Air Conditioning Units is open to the offer of products any vendors may specialize in whether it be Rooftop A/C Systems or Interior Evaporator A/C Systems and even Generator Driven A/C Systems.
  - Note: Undercarriage A/C systems (under the bus) are not a preferred system by IDEA and would not pursue such option at this time.
  - Note: Although all A/C System Designs all welcome in the offer; we will include in our analysis the most design convenient system that will factor student safety with possible contact resulting in head injuries if its design is in walking or moving path of our alumni.
  - Note: A/C Systems must have a design update if a common issue with such model has been previously reviewed to result in interior leaks.
2. Vendor shall include a data plate indicating the type and quantity of refrigerant used for each unit installed. A second copy of the information shall be included in the delivery folder.
3. Serpentine belt configuration is preferred.
4. High and low pressure cut out safety switches are required.
5. Written documentation, both labeling and the service manual shall describe refrigerant capacities within each system on the vehicle, i.e., "curbside system capacity" and "street-side system capacity". Each air conditioning unit shall be affixed a stamped metal data plate. The data plate shall include the following information:
  - a. Name and address of the manufacturer
  - b. Model
  - c. Compressor
  - d. Condenser
  - e. Re-circulation and ventilation of air quantity in (CFM).
  - f. The type and quantity of refrigerant used for each system installed.

**PRODUCT SUPPORT**

1. Parts books and/or software providing a complete listing of all parts and supplies to repair and maintain A/C systems specified in this bid contract shall be provided by the manufacturer. A minimum of two (2) copies of the parts books (or if web based then 1 copy is

acceptable) and/or software per complete unit shall be provided at the time of delivery. "Complete listing" is defined as all components represented in the complete installation of A/C system bid.

2. Service manuals providing recommended preventative maintenance, service intervals, and "trouble shooting" procedures for repair and maintenance shall be provided at the time of delivery. A minimum of two (2) copies of the service manuals (or if web based then 1 copy is acceptable) and/or software per complete unit shall be provided at the time of delivery.

3. Vendor is responsible for registration of warranties for air conditioning system.

4. The vendor upon request must provide a copy of the performance test results for each series of bus purchased.

#### PULL DOWN TEST REQUIREMENT

1. The air conditioning manufacturer bears the cost of the initial test.
2. The Contractor will test the air conditioning system by placing the Manufacturer's bus in a heat booth or similar surroundings, then heat saturate the entire bus (interior) such that the interior of the bus shall have a maximum temperature of 110° F and a minimum of, no less than, 100° F. The bus shall be heat saturated for a minimum of two (2) hours. Inside temperatures are measured at the three (3) described locations as stated below.
3. The A/C system shall be manually controlled from the driver's area. The air conditioning system must be capable of lowering the inside temperature from 110° F maximum (100° F minimum) and a humidity rating no less than fifty (50) percent to a comfort range of 30° F cooler than the outside ambient temperature plus or minus 3° F in thirty (30) minutes or less with all the doors and windows closed and the main engine operating at three fourths (3/4) of maximum rated RPM, tested in a controlled facility environment. Measurements will be taken four (4) feet above the floor along the aisle at the following locations:
  - a. Driver's seat
  - b. In the center or mid-point of the bus
  - c. Over the rear drive axle
  - d. None can be in the direct path of the air exiting the evaporator
4. After the inside temperature has reached a uniform saturation of 110° F maximum (100° F minimum), all doors, windows and vents will be closed and the air conditioning test will begin. The main drive engine may be operated up to three fourths (3/4) of the maximum RPM, controlled by a throttle regulator. The inside temperature at the driver's seat, mid-point, and at the rear of the bus will be

monitored throughout the test period. Exterior temperature will be at an average 110° F maximum (100° F minimum) and be monitored for the test duration. Outside test instruments shall be mounted at the bumper and/or fender on the four “corners” of the bus body.

5. After thirty (30) minutes the inside temperatures must attain the comfort range of 30° F cooler than the outside ambient temperature plus or minus 3° F at all three (3) points identified above. Temperature will be measured in five (5) minute increments, inside and outside of the bus. No single probe will vary more than 5° F. Measurements will be recorded and held for review by prospective purchasers.
6. Manufacturer may have a representative present during the test for observation purposes only. Results of the air conditioning test will be available to the purchaser in advance of the bid opening.

Successful Bidder:

- Provide 24/7 support/service

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OPERATIONAL REQUIREMENTS:

- 1. Air conditioning system will be designed to operate at 110° F, 50% humidity, and full sunshine.
- 2. All doors and vents closed and under a steady state condition.
- 3. All interior bus temperature measurements must fall within the comfort range of 30° F cooler than outside ambient temperature, plus or minus 3° F.
- Notes: South Texas weather in the Rio Grande Valley can reach feel temperatures of 116 ° F and 95% humidity and A/C systems must be able to withstand this environment.

CONTROLS

- All air conditioning controls shall be located within the drivers reach while seated and operating the vehicle. The controls shall be of the manufactures design with a minimum of three (3) operating speeds, OFF is not considered an operating speed.

## IDEA PUBLIC SCHOOLS RESPONSIBILITY

- A. The district reserves the right to cancel service due to unacceptable prices variances. Advance notice/notification is expected (from awarded vendor) when a large market price (increase) occurs for a particular item. This will allow IDEA an opportunity to search and approve a substitute item of equal or greater quality.
- B. All pricing and any award under this RFP shall be good for IDEA and any other entity purchasing through IDEA.
- C. Prices may be decreased at any time after award. If prices are affected by statute, regulation, administrative or judicial order, vendors may not include additional costs in billing to the end user. Vendors must first provide IDEA written justification for any increase and IDEA must make a determination of applicability of the increase to the contract. In the event a vendor offers or provides a decrease in rates to its customers or potential customers for the same services provided for IDEA pursuant to its contract, the vendor must provide the same decrease in rates for IDEA. It is recommended that the vendor provide said rate decreases voluntarily. If IDEA learns of a decrease in rates from a source other than the vendor, the vendor shall credit IDEA with the difference between IDEA's contracted rate and the decreased rate from the date of said decrease or the vendor's contract will be subject to cancellation at the discretion of IDEA. Any charges not proposed but required to make this service viable will be considered a hidden cost and will be provided by the vendor at no additional cost to IDEA for the term of the contract.

## PRE-BID MEETING (CONFERENCE CALL)

A pre-bid conference call will be held on Monday October 1st, 2018, at 1:00PM during which time any questions regarding the RFP will be answered. The conference call will be held via web on <https://bluejeans.com/768993388> or join via phone: [+1-888-240-2560](tel:+18882402560)(Conference ID: 768993388). Attendance is **not** mandatory.

## WHO IS ELIGIBLE TO RESPOND?

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a proposal, represents to IDEA Public Schools that it meets the following requirements:

- 
- Possess or is able to obtain adequate financial resources as required to perform under this RFP
  - Is able to comply with the required or proposed RFP
  - Have a satisfactory record of integrity and ethics
  - Be otherwise qualified and eligible to receive an award
  - Be in good standing with the applicable national or state associations

#### PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the IDEA Public Schools procurement policies and general terms as follows:

- IDEA Public Schools reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety by this Request for Proposal, or make multiple or partial awards.
- Offers given to IDEA Public Schools shall be analyzed for what is in the best interest of the Organization and a selection of products shall be made that can include the RFP response offer in its entirety or just a partial acceptance of any package or offer by the awarded vendor/vendors at IDEA's discretion.
- Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP
- When submitting proposals, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to IDEA Public Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- Proposals received will become a part of the IDEA Public Schools' official files without further obligation to the respondents.
- The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. IDEA Public Schools reserves the right to withdraw or reduce the amount of

an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.

- A response does not commit IDEA Public Schools to award a purchase agreement or a contract. IDEA does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by IDEA Public Schools.
- IDEA Public Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of IDEA Public Schools, or to any consultant, employee, or member of IDEA Public Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- No employee, officer or member of IDEA Public Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
- No purchase agreement or contract may be awarded until the respondent has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the respondent, nor any of its principles, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to IDEA Public Schools policy regarding free and open competition and conflicts of interest.
- The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.



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## ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to the District by written to the following address.

IDEA Public Schools  
Attn. Purchasing Dept.  
2115 Pike  
Weslaco, TX 78596  
(956) 377-8000

## SELECTION CRITERIA

"Most Advantageous Proposal". In evaluating proposals, the following considerations will be taken into account for the award recommendations as per TEA Education Code 44.031(b):

- The purchase price
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which the goods or services meet the IDEAS' needs
- The vendor's past relationship with IDEA
- The impact on the ability of IDEA to comply with laws and rules relating to historically underutilized businesses
- The total long-term cost to IDEA to acquire the vendor's goods or services
- Vendor's service and delivery capabilities
- Warranty and warranty service history
- Probability of continuous availability
- Any other relevant factor specifically listed in the RFP

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## RESPONSIVE/RESPONSIBLE RESPONDENTS

IDEA Public Schools staff reviews the proposals received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date and time.

2. The proposals must be complete with the original signatures.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and two copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. IDEA Public Schools staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

## EVALUATION

The evaluation criteria and the relative weights for scoring are provided below, the evaluation team will consider the following elements in the evaluation process. **Purchase price is not the only criteria that will be used in the evaluation process.**

RANKING CRITERIA	POINTS (Total 100)
1. Price of Air Conditioning Systems	60
2. Quality of Air Conditioning Systems	30
3. References and Past Performance	10
Total	100

IDEA Public Schools may use IDEA Public Schools staff, independent evaluators or a combination of both to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. IDEA Public Schools may enter into negotiations with the highest ranked respondent. If IDEA Public Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or IDEA Public Schools has rejected all proposals.

NOTE: After evaluation, any proposal with a total score less than 70 points will be considered as nonresponsive and will be disqualified from further consideration. Proposals receiving a final score of 70 or better are not guaranteed an award. **IDEA Public Schools reserves the right to request Best and Final Offers (BAFO) from all responsive respondents.**

#### HOW TO SUBMIT A PROPOSAL?

All proposal packages must be clearly marked with the Respondents' name and address (**it is very important to include RFP #**). Proposal packages must be delivered to and received prior to the deadline, see TIME-FRAME section (p.4).

Carlos Castaneda, Sr. Director of Transportation

Salomon Torres, Transportation Maintenance Manager

IDEA Public Schools

2115 Pike

Weslaco, TX 78596

(956) 377-8000

**Attn: RFP #21-RFP=TRN-1819**

#### PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

**Transportation**

A Proposal Submitted in Response to

**IDEA Public Schools**

**Request for Proposals #21-RFP=TRN-1819**

**Submitted by:**

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**(Full Legal Name of Respondent)**

**On:**

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**(Date of Proposal Submission)**

RFP RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Title Page
- Table of Contents
- Business Identification
- Additional Requirements
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References
  
- Cost

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

1. Name of Firm \_\_\_\_\_
2. Street Address \_\_\_\_\_
3. City, State & Zip Code \_\_\_\_\_
4. Federal ID# or Social Security Number \_\_\_\_\_

**ADDITIONAL REQUIREMENTS**

1. Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**PRICE OF DIGITAL CAMERA SYSTEMS (60 POINTS)**

Provide the cost for the proposed on the attached Proposal Sheet. Prices for all goods and/or services shall be negotiated to a fair market value for the duration of 2018-2019 school year

Describe in detail how your company negotiates the best pricing ensuring you pass the savings unto the consumer. Also describe what internal process you have for informing IDEA on price fluctuations of a specific item or upcoming.

**QUALITY OF DIGITAL CAMERA SYSTEMS (30 POINTS)**

Describe in detail how you plan to provide the highest level of quality to IDEA Public Schools. You should also include “why your company or organization is the best choice” to provide produce to our schools.

**REFERENCES AND PAST PERFORMANCE (10 POINTS)**

Describe in detail the type of services provided for other organizations. List at least three of these organizations, along with contact information. (Details provided in page 9)

## ATTACHMENTS

The attachments listed below are required and should be included with the proposal. **Attachment C** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms must be signed and completed.**

1. Reference Sheet
2. Proof of Insurance or Bonding
3. Attachment A - Certification of Respondent
4. Attachment B - Certification Regarding Drug-Free Workplace
5. Attachment C –Conflict of Interest
6. Attachment D - Equal Opportunity and Nondiscrimination
7. Attachment E– Bidders Certifications Form
8. Attachment F- Certification Regarding Lobbying
9. Attachment G- Certification Regarding Debarment

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**REFERENCE SHEET**

**Note: Respondent must submit at least three (3) responsive business references. (References from past projects for same or similar goods/services.)**

Customer Agency	Contact Person	Telephone #	Address	Amount of Contract
1.				
2.				
3.				
4.				
5.				
6.				



**ATTACHMENT A**

**CERTIFICATION OF RESPONDENT**

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

**Signature of Authorized Agent:** \_\_\_\_\_

Printed Name and Title of Agent: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

Web Site Address (if applicable): \_\_\_\_\_

**ATTACHMENT B**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

*This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).*

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- o Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- o Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- o Providing each employee with a copy of the subcontractor's policy statement;
- o Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- o Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- o Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

**ATTACHMENT C**

**CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this bid proposal, Respondent covenants and affirms that:

- X No manager, employee or paid consultant of the Respondent is a member of the Board, or an employee of IDEA Public Schools;
- X No manager or paid consultant of the Respondent is married to a member of the Board, the CEO, or an employee of IDEA Public Schools;
- X No member of the Board, the CEO or an employee of IDEA Public Schools is a manager or paid consultant of the respondent;
- X No member of the Board, the CEO or an employee of IDEA Public Schools owns or controls more than 10 percent in the Respondent;
- X No member of the Board, CEO, or employee of IDEA Public Schools receives compensation from Respondent for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- X Respondent has disclosed within the Bid any interest, fact or circumstance which does or may present a potential conflict of interest;
- X Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Idea Public Schools and shall immediately refund to IDEA Public Schools any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by Idea Public Schools relating to that contract.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

## ATTACHMENT D

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### EQUAL OPPORTUNITY AND NONDISCRIMINATION

The **(Name)** promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. **(Name)** conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

#### EEO Laws, Rules, Guidelines, Regulations

**(Name)** provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.

- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.

(Name) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (Name) takes positive steps to eliminate any systematic discrimination from personnel practices. (Name) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

**ATTACHMENT E**

**BIDDER CERTIFICATIONS FORM  
(Return signed form with your submittal)**

**1. Felony Conviction Notification**

Texas Education Agency Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly-held corporation.

*Initial where applicable.*

- A. My company is a publicly-held corporation; therefore, this reporting requirement is not applicable.
- B. My company is not owned nor operated by anyone who has been convicted of a felony.
- C. My company is owned and operated by the following individual(s) who has/have been convicted of a felony:  
Name of Felon(s): \_\_\_\_\_  
Details of Conviction(s): \_\_\_\_\_

**2. Criminal History Record Information Review of Certain Contract Employees**

By signing below, the Bidder agrees to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant who has or will have continuing duties related to the contracted services; and the employee or applicant has or will have direct contact with students. The Bidder agrees to certify of the receipt of criminal history record information before or immediately after employing or securing the services of the employee or applicant that has or will have continuing duties related to the contracted services if the employee or applicant has or will have direct contact with students. The Bidder further agrees that if awarded a contract, shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of a felony, or misdemeanor involving moral turpitude, as defined by Texas Law, from District property or the location where students are present.

- None of my employees and any of my subcontractors has or will have continuing duties related to the contracted services; and has or will have direct contact with students. I further certify that my company has taken precautions or imposed conditions to ensure that my employees and any subcontractor will not have continuing duties related to the contracted services; and will not have direct contact with students throughout the term of the Contract.
- OR
- Some or all of my employees and/or my subcontractors will have continuing duties related to the contracted services; and will have direct contact with students. I further certify that:
    1. I have obtained all required criminal history record information regarding all of my employees and/or my subcontractors. None of my employees and/or my subcontractors has any conviction or other criminal history information if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.
    2. If I receive information that any of my employees and/or subcontractors subsequently has a reported criminal history, I will immediately remove the covered employee from contract duties and notify the District in writing immediately.
    3. I will provide the District with the names and any other requested information regarding any of my employees and/or subcontractors so the District may obtain criminal history record information if awarded a contract.
    4. If the District objects to the assignment of any of my employees and/or subcontractors, I agree to discontinue using the individual to provide services to the District.

**3. Lists of Parties Excluded from Federal Procurement or Non Procurement Program**

By signing below, the Bidder certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in district, state or federal procurements or contracts and are not identified in the "Lists of Parties Excluded from Federal Procurement or Non Procurement Program" issued by the General Services Administration, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404. For additional information refer to <http://www.epls.gov/>.

I, the undersigned authorized agent for the company named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge. I further certify that I agree to comply with Section 22.0834, Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation and the 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404 in relation to the Lists of Parties Excluded from Federal Procurement or Non Procurement Program.

COMPANY NAME: \_\_\_\_\_  
 AUTHORIZED AGENT'S NAME (PRINTED): \_\_\_\_\_  
 SIGNATURE OF COMPANY OFFICIAL: \_\_\_\_\_

**ATTACHMENT F**

CERTIFICATION REGARDING LOBBYING  
PROCUREMENT

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
PR/Award Number or Project Name

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **END OF IDEA PUBLIC SCHOOLS RFP**

**PACKAGE FOR TRANSPORTATION DEPARTMENT**