

SOUTH WESTERN SCHOOL DISTRICT

SPECIFICATIONS

FOR

SCHOOL VANS

**225 Bowman Road
Hanover, PA 17331**

South Western School District
225 Bowman Road
Hanover, PA 17331
February 9, 2023

INVITATION TO BID

The South Western School District invites sealed bids to furnish two (2) 2023 or newer School Vans. Bids will be received until **2:00 PM** prevailing time on **Tuesday, March 7, 2023**, in the South Western School District Administrative Office, (same address) at which time and place they will be publicly opened and read.

No bidder may withdraw their bid for a period of ninety (90) days after the date of opening of bids.

The Board reserves the right to reject any or all bids and to waive, at its discretion, any irregularities, mistakes, omissions or informalities relative thereto.

Bid requirements and specifications may be obtained from the South Western School District Business Office at the above address or by calling (717) 632-2500 x20110.

SOUTH WESTERN SCHOOL DISTRICT

Jeffrey A. Mummert
Business Administrator/Board Secretary

SOUTH WESTERN SCHOOL DISTRICT

**SPECIFICATIONS FOR
SCHOOL VANS**

February 9, 2023

The Board of School Directors of the South Western School District (the “School District” or “Owner”) invites sealed bids on the general category noted above and specific items and/or services detailed in the attached documents. General bid conditions are listed below. It is the responsibility of each bidder to read and be aware of the conditions for bidding.

These specifications outline general conditions for bidding. Some specification items may not be applicable to a specific bid. If you are uncertain if a specification item applies, please contact Mr. Jeffrey A. Mummert, Business Administrator (717-632-2500 x20100) for clarification prior to submitting a bid.

A. GENERAL REQUIREMENTS

1. **Advertisement:** The South Western School District will accept sealed bids for the purpose of purchasing two (2) 2023 or newer School Vans with less than 1,500 miles on each vehicle until **2:00 PM prevailing time, Tuesday, March 7, 2023**, at which time they will be publicly opened and read. Bidding documents, including instructions, specifications, bid forms and information can be obtained by contacting Mr. Jeffrey A. Mummert, Business Administrator/Board Secretary, 225 Bowman Road, Hanover, PA 17331. Bids must be clearly marked **“SEALED BID FOR TWO SCHOOL VANS”**, identify the bidder, and be forwarded in a sealed envelope to Mr. Jeffrey A. Mummert, Business Administrator/Board Secretary, at the same address.
2. **Bid Delivery:** Bids may be delivered to the School District in person, via U.S. mail, overnight carrier. Bids may also be submitted electronically to the following email address: *swbids@southwesternsd.org*. Bidders assume all responsibility for timely delivery of bids.
3. **Bid Identification:** All bids must be identified as to the nature of contents in the lower left corner of the envelope, such as **“SEALED BID FOR TWO SCHOOL VANS”**.
4. **Bidder’s Response:** All responses must be typewritten or written in ink and must be clearly identified with any changes or conditions noted. The School District reserves the right to reject any bid which contains changes or conditions from the bidding documents.
5. **Signature:** Each bid must be signed in ink by an authorized company representative giving his/her title and date.

6. **Bid Opening:** All bids must be delivered to South Western School District, 225 Bowman Road, Hanover, PA 17331, **prior to 2:00 PM prevailing time, on Tuesday, March 7, 2023**, at which place and time they will be publicly opened and read. A bid tabulation will be prepared by the School District and made available to bidders following the Bid Opening.
7. **Terms:** For the purposes of these specifications, the term "**Vendor**" or "**Contractor**" shall be the successful bidder or company.
8. **Payment:** Payment shall be approved upon receipt of the invoice and all units and service in a condition acceptable to South Western School District at its sole discretion where said payment has been approved by the Board of School Directors at its regularly scheduled monthly meeting.
9. **Reservation:** The Board of School Directors of the South Western School District reserves the right to reject any or all bids or parts of bids and may waive any informalities, technicalities, or irregularities, and to increase or decrease the number of items bid or scope of work with any corresponding increase or decrease in the price.
10. **Right-to-Know:** All bidding information, bid documents and the contract(s) awarded shall be subject to public disclosure upon request in accordance with the Pennsylvania Right-to-Know law, as amended and supplemented from time to time.
11. **Material Safety Data Sheets:** All bid items that require Right-to-Know information must be accompanied by a Material Safety Data Sheet (MSDS) listing all materials considered hazardous under the law. All items awarded must be properly labeled to conform to the Right-to-Know laws by the successful bidder.
12. **Unit Pricing:** Bids on equipment and supplies must show unit and total prices and where the figures are irreconcilable; awards will be made on the basis of the unit prices. Such unit prices will be deemed to include all charges whatsoever and the South Western School District shall not be liable for any additional charges for equipment or supplies other than shown on the bid. **The unit price should be rounded to the nearest cent.**

Bid figures shall include permit fees, inspection fees, and **all charges including inside delivery at the destination** called for in these specifications.
13. **Tax-Exempt:** The South Western School District is exempt from certain Pennsylvania sales tax and Federal taxes. The South Western School District will complete Federal Excise Tax Exemption Certificates when requested and furnished by the vendor. The School District is exempt from certain Pennsylvania State Sales Taxes under exemption number 76-67640-1. Bidder shall review any applicable sales tax exemptions and regulations and shall include or exclude sales tax on items, supplies or equipment in accordance with the same.

- 14. Standard of Quality:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. Any deviation from these specifications must be documented. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications." A bid containing an alternative, which does not meet the specifications, may be declared non-responsive. If bidders desire to furnish an alternate product, such bid must be accompanied by product specifications and data demonstrating that such product is an equal to the product so specified. The District reserves the right, in its sole discretion, to determine whether the alternate product meets the minimum standard of quality and performance of the product specified. In the event such alternate item is deemed to NOT meet the minimum standard of quality and performance, bidder shall provide the product specified at the same bid price as bidder submitted with its bid.
- 15. Bid Security:** All bids shall be accompanied by a Bid Bond or Certified Check drawn to the order of the South Western School District in an amount equal to ten percent (10%) of the amount of the bid as a guarantee that the bidder will execute a formal contract and furnish bonds and proof of insurance (if required) as specified should the bidder be awarded the contract. Failure of bidder to execute the contract, once awarded, and/or to provide required bonds and proof of insurance will result in bidder's certified check or bid bond being declared forfeited as liquidated damages, and not as a penalty, to compensate Owner for any and all costs associated with bidder's default and all obligations of the Owner in connection herewith will be cancelled. Certified checks will be returned to the unsuccessful bidders after the awarding of the contract and after the successful bidder has furnished a Performance and/or Payment bond and proof of insurance.
- 16. Delivery Schedule:** Order will be placed as soon as possible, and van shall be **delivered to South Western School District Service Center, 50 Spring Garden Street, Hanover PA 17331** as stated in the specifications, should be agreed upon with the District, with at least 24 hours prior notice. **The vendor must notify Mr. Brian Herrell, Director of Transportation, at ext. 20200 so that a District representative can be present when the school van is delivered.** All prices shall include delivery to the designated building. In the event that any of the said articles shall at once be removed and other articles of quality as set forth in the specifications shall be furnished in place hereof at the expense of the successful bidder.
- 17. Non-Collusion Affidavit:** The enclosed Non-Collusion Affidavit must be executed and submitted with the bid document.
- 18. Default:** Failure to conform to bid conditions or contract documents or purchase order shall result in the bidder being required to remove said item and repair or replace at no cost to the South Western School District. If bidder does not correct non-conformance within a specified time by South Western School District, the District has the right to remove and/or replace with items or services from the open market and any costs shall be the responsibility of the bidder.

19. Contact Person(s): All bidders are **directed to contact Mr. Brian Herrell, Director of Transportation, at (717) 632-2500 x20200** for questions regarding the detailed specifications for the vans. Questions regarding the general bidding requirements should be directed to Mr. Jeff Mummert, Business Administrator/Board Secretary, at (717) 632-2500 x20100.

20. Liability: Vendor will be responsible for any damage to property caused by the Vendor or his agents. Vendor further covenants and agrees to assume and does hereby assume all liability for, and shall and does agree to indemnify and save harmless the School District against any and all loss, costs, suits, claims, charges, or damages, or injuries, torts, or trespasses happening in and about, or in any way incident to, or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense.

21. Bid/Price Dates: No bidder may withdraw their bid for a period of 90 days after the date set for opening bids.

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VAN BID SPECIFICATIONS

Number of Vans to Bid Two (2) 2023 or newer Gas Engine, Automatic Transmission

Capacity: Ten (10) Passengers

Literature and Full Description: Bidder shall be required to provide literature and full description of the chassis and body being bid.

Exceptions to Specifications: Bidder shall be required to submit, in writing with the bid proposal, any area that does not meet and/or exceed specification.

Standards: Van(s), upon date of delivery, must conform to all Commonwealth of Pennsylvania and Federal Motor Vehicle Safety Standards for School Van

Inspection and Licensing: Van(s), at time of delivery, shall have current State Inspection stickers and Municipal registration plates. All fees for inspection and licensing shall be the responsibility of the successful bidder.

Payment: Shall be no later than forty-five (45) days after final acceptance of the vans meeting all requirements of the specifications.

Delivery: Shall be made to South Western School District Service Center, 50 Spring Garden Street, Hanover, Pa. 17331, as per approved bidder schedule after July 1, 2023.

Warranty: Included with the bid or proposal shall be a statement as the length of warranty on the chassis, drive train and body against defective material and/or workmanship. There shall also be an extended warranty provided; 100% coverage on all parts and labor for a period of 60 months, unlimited miles or 3,600 hours of use from the vehicle delivery date, whichever occurs first. During this period, the successful bidder shall repair or replace any internally lubricated part or parts of the provided engine including the fuel injection pump, injectors, flywheel water pump, exhaust and intake manifolds, oil cooler assembly and turbo charger which proves defective in normal use with new or factory rebuilt parts. The bidder shall also provide a statement listing the nearest dealership certified to complete all chassis and body warranty work.

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The chassis shall meet and/or exceed all current Pennsylvania and Federal Standards for School Vehicles.

VEHICLES SHALL BE A VAN AND NOT REQUIRE A CDL WITH P & S ENDORSEMENTS TO DRIVE.

CHASSIS:

Ford T350- Low Roof (LR) or approved equal
Comply: YES____ NO____

MODEL YEAR:

2023 or newer
Comply: YES____ NO____

AIR CONDITIONING:

Front and Rear
Comply: YES____ NO____

ALTERNATOR:

Minimum 130 AMP
Comply: YES____ NO____

REAR AXLE:

Locking or limited slip differential
Comply: YES____ NO____

BACK-UP ALARM:

Shall be equipped with Back-Up Warning Alarm
Comply: YES____ NO____

BATTERY:

Minimum of 630 CCA
Comply: YES____ NO____

BRAKES:

Heavy Duty Disk – Front
Heavy Duty Drum or Disk – Rear
Foot operated Emergency
Comply: YES____ NO____

SIDE CARGO DOORS:

Hinged to swing outward
Comply: YES____ NO____

ENGINE:

Ford minimum 3.5 Liter
Comply: YES____ NO____

FLOORING:

Shall be equipped with rubber floor covering.
Comply: YES____ NO____

FUEL TANK:

Shall be equipped with a minimum of twenty-five (25) gallon fuel tank.
Comply: YES____ NO____

GLASS:

Tinted on all windows
Comply: YES____ NO____

GVWR:

Minimum 8550 lbs.
Comply: YES____ NO____

HEATERS:

Fresh air type, high output with additional rear heater outlet
Comply: YES____ NO____

INSTRUMENTS PANEL & GAUGES:

Shall be equipped with gauges for oil, water, battery, and fuel
Comply: YES____ NO____

LETTERING & NUMBERING:

Van(s) shall be lettered and numbered as follows:
"SCHOOL STUDENTS" – 6-inch black letters, front and rear
"SOUTH WESTERN SCHOOL DISTRICT" – 2-inch black letters on each side of van. Vehicle number in 2-inch block numbers **146 - 147** to be located on left and right front fender, left side of rear door.
Comply: YES____ NO____

LOCKS:

Shall be equipped with standard manual locks with three (3) sets of ignition and door keys
Comply: YES____ NO____

MIRRORS:

Left and Right side heated remote controlled mirrors, no trailer mirrors accepted
Comply: YES____ NO____

MUD FLAPS:

Shall be equipped with Front and Rear Mud Flaps
Comply: YES____ NO____

PAINT:

National School Bus Chrome Yellow
Comply: YES____ NO____

RADIO:

AM / FM clock, push button radio / speakers in front and rear
Comply: YES____ NO____

RADIATOR:

Shall be equipped with a Heavy Duty Radiator
Comply: YES____ NO____

RUNNING BOARDS:

Shall be equipped with extruded aluminum full length between wheels on both sides
Comply: YES____ NO____

SAFETY EQUIPMENT:

Shall be equipped with the following:
One set of Triangle Reflectors
5 lb. ABC Fire Extinguisher, accessible to the driver with metal head
Pennsylvania school bus approved First-Aid, & Body Fluid Kit
1 set of tire cables to fit vehicle
Comply: YES____ NO____

SEATING:

Driver seat – manufacturer’s standard high back with cloth covering.
Student seating will be for 9 students:
A single seat on the right side across from the driver (front passenger seat)
Three (3), two (2) passenger, bench seats on the left side behind the driver Two
(2) single passenger high back seats on the right side of the van across from the
two most rear bench seats. There will be an aisle between the bench and single
seats.
All seats will have at least three point restraints. Van may not be registered for
more than 10 passengers (including driver). NO swing out bus style doors
accepted.
Comply: YES____ NO____

SHOCKS:

Shall be equipped with Heavy Duty Front and Rear Shocks
Comply: YES____ NO____

STEERING:

Shall be equipped with Power steering
Tilt Steering Column
Comply: YES____ NO____

SUSPENSION:

Shall be equipped with Heavy Duty Suspension
Comply: YES____ NO____

TIRES:

Four (4) LT245/75R 16 – Steel belted radials
One (1) straight tread mounted as Spare
Comply: YES____ NO____

TRANSMISSION:

Shall be equipped with four speed automatic with transmission cooler and
overdrive
Comply: YES____ NO____

UNDERCOAT:

Entire bottom of chassis including fender wells shall be fully undercoated
Comply: YES____ NO____

WHEELS:

16" x 6.5" minimums
Comply: YES____ NO____

WINDOWS:

Will be equipped with power up and down windows
Comply: YES____ NO____

WINDSHIELD WIPERS:

Shall be equipped with electrically operated intermittent wipers
Comply: YES____ NO____

WARRANTY:

A copy of the manufacturer’s warranty shall be included with and become part of
the bid. Such warranties shall include but not limited to the following:

The successful bidder shall guarantee the chassis, drive train and body for a
period of five (5) years unlimited miles bumper to bumper from the date of
delivery. Any warranty repairs that require the van to taken ten (10) miles or
more for the needed repairs, the successful bidder will make arrangements to get

the van to the repair shop and brought back to the district from the repair shop at no cost to the district or will reimburse the district at IRS rates to supply the needed transportation. If towing is needed, regardless of the mileage, while the vehicle is under warranty and because of a warranty issue, the successful bidder will be responsible for all towing charges.

Comply: YES_____ NO_____

OPTIONS: VIDEO CAMERA SYSTEM: (NOT installed)

(1-Dash Camera) PRO-VISION® 16 Channel Solid State Video Recording Systems Include:

DR-200	1080p HD Drive Recorder
DVR-738	256GB Class 10 SDXC Card

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Bid Proposal

Chassis _____ Model _____

Engine _____ Body _____

Quantity	Unit Price	Total Price
Two (2) – 10 passenger 2023 or newer school vans		
Optional: Video Camera System as spec'd		
GRAND TOTAL INCLUDING VIDEO CAMERA SYSTEM AS SPEC'D		

Expected Delivery Date: _____

Company Name: _____

Address: _____

Email Address: _____

Telephone: _____

Signature: _____

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ :
:S.S.
 County of _____ :

I state that I am _____ of _____
[Title] [Name of my firm]

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____ its affiliates, subsidiaries,
[Name of my Firm]

officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

_____ understands and acknowledges that the above representations are

[Name of my firm]

material and important, and will be relied on by South Western School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from South Western School District of the true facts relating to the submission of bids for this contract.

[Name and Company Position]

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, _____

Notary Public

My Commission Expires:

2785K