

REQUEST FOR PROPOSAL

for

MAINTENANCE OF TYPE III/SCHOOL VEHICLES

Release Date: Monday, October 15, 2020

Proposals Due: Friday, November 6th, 2020 at 12:00 p.m. Sealed bids will be opened in the Benson High School Conference room/office starting promptly at 12:00 p.m.

In-person inquiries will not be accepted. Email questions or phone Al Pagel at apagel@benson.k12.mn.us or 320-842-8035 no later than 3 p.m. on Thursday, November 5th.

PURPOSE

The School District is seeking proposals for maintenance and repair of Type III/school vehicles services.

SCOPE OF SERVICES/REQUIREMENTS

Bids are to be based on a two-year contract period. Services will include oil changes and any repair to vehicles that need to be done at an hourly rate. Bids should be made clear that school vehicles are top priority and if something is needed to be repaired that the vehicle is repaired and returned the same day for school use. The maintenance/repair company is to make itself available to pick-up and drop-off vehicles at the school garage. Bids will only be considered from businesses located within School District boundaries. Bids must include regular oil change rate (synthetic oil change rate if needed), and hourly rate for maintenance work on Type III Vehicles.

SUBMISSION OF PROPOSALS

Sealed bids are due on or before 12:00 p.m. on Friday, November 6, 2020. Proposals not received by the deadline will be ineligible for consideration, and will be returned in the sealed envelope.

Submit proposals to:
Benson Public Schools District Office
1400 Montana Avenue
Benson, MN 56215

(2) copies of the proposal must be submitted in a sealed envelope clearly marked "*Proposal for Vehicle Maintenance*" with the name of your company and address clearly identified.

All proposals must be signed and submitted by an authorized representative of the company.

The District reserves the right to reject any and all bids.

A bid, once delivered in the formal custody of the District, may not be withdrawn. Once documents have been received by the District, all documents become the property of the District. When documents are opened, they become public information and any restrictions put upon the District regarding the sharing of information or duplicating copies after the opening may be grounds to reject the proposal.

PROCESS

Email questions or phone Al Pagel at apagel@benson.k12.mn.us or 320-842-8035 no later than 3 p.m. on Thursday, November 5th.

At the discretion of the District, firms submitting proposals may be interviewed or requested to provide additional information and/or site visits, as part of the evaluation process. The District reserves the right to reject any and all proposals or to enter negotiations with any or all firms. In addition, the District reserves the right to negotiate modifications to the proposal with a single respondent without obligation to negotiate similar modifications with other respondents.

The District shall be held harmless for any failure to solicit responses from potential firms.

The selection committee will consider the following criteria in selecting a proposal to recommend to the Board of Education:

- Adherence to the requirements of the proposal
- Experience with providing vehicle maintenance and repair services for school districts
- Cost effective pricing
- Company's service reputation, reliability, and quality

Letters will be sent to all other respondents after the successful firm has been notified.

EEO STATEMENT

The School District is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

CONFIDENTIALITY

All documents, materials and information supplied by and to the School District are subject to the Minnesota government data practices act. That act provides that all data collected, created, received, maintained or disseminated by the School District shall be public unless otherwise classified and protected from disclosure by law. By delivering information to the School District, the respondent represents that it has reviewed, to the extent it deems appropriate, and understands the provisions of the act. The respondent further acknowledges that the School District has no right to withhold disclosure of public data.

DISTRICT VEHICLE INFORMATION

- All Type III Vehicles
 - 5 mini vans
 - 1 cargo van
 - 2 mini busses
- Driver's Education Car
- Maintenance pickup and a bus garage pickup