**Sweetwater County School District No. 1**

3550 Foothill Boulevard, Rock Springs, WY 82901

**TERMS AND CONDITIONS:**

1. Sealed and written bids, subject to all conditions herein, will be received by Sweetwater County School District No. 1 until **2:00 P.M. MDT Friday, August 7, 2020**. Please deliver sealed written bids to:

Sweetwater County School District No. 1

Transportation Department

3600 Foothill Boulevard

Rock Springs, WY 82901

 or

Sweetwater County School District No. 1

Transportation Department

P.O. Box 1089

Rock Springs, WY 82902

 And clearly mark the bid:

 DISTRICT FLEET BIDS 2020

1. Any bid received after this time and date will be returned unopened to the sender.
2. No bid may be withdrawn within sixty (60) days after the due date and time. Any bidder may withdraw his/her bid personally or by written request at any time before the time set for bid opening.
3. The hard copy component (Bid Signature Form) must be filled out (in permanent manner) on the forms supplied and completely filled in as requested and must be signed by the person completing the bind in pen or ink. If a unit price or extension already entered by a bidder on the form is to be altered, it should be crossed out with ink, the new unit price or extension entered above or below, and initiated by the bidder, also with ink. An authorized representative and the complete address of the bidder given thereon shall sign the bid.
4. The information provided in the bid is intended solely for internal use by the bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
5. From the issue date of the bid until a bid has been awarded and announced, prospective Bidders, Selection Committee members, employees and students are not allowed to communicate about the subject of the bid or a bidder’s bid.
6. Any recipient of the bid is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a bid, or otherwise responding to the bid, or any negotiations incidental to its bid.
7. The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the bid. As part of the bid preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with complete disclosure. Each Bidder shall prepare their Bid based only on the information contained in the bid, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the bid and any information previously provided should request clarification.
8. No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the bid, an addendum to the bid, a written request for clarification and the written response thereto, or in the Bid.
9. Should it become necessary to revise any part of the bid, notice of revision will be given in the form of an addendum to all prospective Bidders on record as having received the bid. Each Bidder mush acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relive the Bidder of the responsibility for complying with the terms thereof. Acknowledgement shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Bid by the bid closing date and time. All addenda shall become part of the bid. Acknowledgement of all addenda received must be submitted by the bid closing date and time.
10. No immediate decision will be rendered. Information received will be confidential until after final decision by the Selection Committee, except as required by law.
11. Sweetwater County School District No. 1 will issue a purchase order to the awarded vendor. The purchase order will reference the vendor’s response to this bid, and only the terms specifically addressed in this bid process will become part of the contract.

**INSTRUCTIONS FOR PROPER USE OF BID FORMS:**

1. Firm name shall be clearly filled in on the top of every hard copy page on which the bidder is submitting for the bid. All bidders shall bid unit prices for each type of vehicle. **Return the completed original, plus two copies of the Bid Signature Form and all associated bid paperwork to Sweetwater County School District No. 1**. Every bidder shall cooperate in complying with this request in order to qualify his/her bid for consideration.
2. The person signing the hard copy Bid Signature Form must initial corrections or erasures in the bid proper. The Bid Signature Form must be completed and signed in longhand by a duly authorized person of the firm submitting the form.

**QUESTIONS:**

1. Questions regarding the bid must be submitted in writing, via email and received by Sweetwater County School District No. 1 no later than **Monday, August 3, 2020 at 5:00 PM MDT**. Questions received after this date will not be considered. Submit questions via email to:

Sweetwater County School District No. 1:

Attn: Joe Clingenpeel

Email: clingenpeelj@sw1.k12.wy.us

**BID GENERAL REQUIRED TERMS:**

1. Bids for used and/or refurbished equipment will not be accepted.
2. The school district has like tangible personal property to trade for all vehicles sought for purchase. In order to be considered for this bid, the firm must provide a proposed trade-in allowance on the bid sheet for the types of vehicles they wish to bid. These vehicles will be made available for inspection by appointment only. This appointment can be scheduled at the email listed above.
3. The bid may include a bid for any or all types of vehicles listed in the Notice to Bid. The school district Board of Trustees reserves the right to split the award bid between vendors should it deem it to be in the best interest of the school district. The school district Board of Trustees reserves the right to determine the final equipment mix and the total number of vehicles to be placed into service.
4. Sweetwater County School District No. 1 reserves the right to make an award without further discussion of the bid submitted. Therefore, the bid should be submitted on the most favorable terms of price.
5. The Sweetwater County School District No. 1 Board of Trustees reserves the right to accept or reject any and all Bids and to waive any irregularities. The Board of Trustees will accept the bid or bids and award the bid or bids to the firm or firms which in their opinion represent the best bid. This CALL FOR BID does not commit Sweetwater County School District No. 1 to any specific course of action. Sweetwater County School District No. 1 Board of Trustees reserves the right to accept or reject any or all Bids not withdrawn before the opening date and to waive any irregularity or informality in the Bid process. Sweetwater County School District No. 1 Board of Trustees reserves the right to conduct discussions, request additional information and accept revisions of Bids from any or all Bidders. Bids may not be withdrawn within 60 days after opening date. Sweetwater County School District No. 1 Board of Trustees reserves the right to make such investigations as deemed prudent to determine Bidder’s qualifications and eligibility, including but not limited to, contacting other customers for references and conducting on-site visitations to other customers to observe equipment in use, requests for financial statements and company profiles.
6. Proposed pricing for required equipment must include all requirements outlined on the Bid Sheet.
7. Any decision made by Sweetwater County School District No. 1 Board of Trustees shall be final.
8. Bid prices are to be held firm for 24 months from date of submission.
9. Bids are based on a truck or van delivered price to Rock Springs, Wyoming with bidder assuming all responsibility in making necessary adjustments with fright companies or in replacing all vehicles damaged in transit to the satisfaction of Sweetwater County School District No. 1.
10. Prices bid should not include exempt taxes.

Sincerely,

**SWEETWATER COUNTY SCHOOL DISTRICT NO. 1, STATE OF WYOMING**