

# VISALIA UNIFIED SCHOOL DISTRICT

PACKAGE FOR BID 4702

FOOD SERVICE DELIVERY TRUCKS

Visalia Unified School District  
Purchasing Department  
5000 W. Cypress Avenue  
Visalia, CA 93277-8300  
559-730-7539

**VISALIA UNIFIED SCHOOL DISTRICT**

**BID 4702**

**Food Service Delivery Trucks**

**TABLE OF CONTENTS**

Letter to Bidder  
Notice to Bidder  
Instructions to Bidder  
Specifications  
Bid Form  
Noncollusion Affidavit  
Debarment & Suspension  
References  
Addenda

**REQUIRED DOCUMENTS**

Bid Form  
Noncollusion Affidavit  
Debarment & Suspension  
References  
Addendum

**Stan A. Carrizosa**  
Superintendent

**Robert Gröeber**  
Assistant Superintendent  
Administrative Services

**David Loverin**  
Director of Purchasing



**Board of Education**

**Rodney Elder**  
**William A. Fulmer**  
**Juan R. Guerrero**  
**Larry Jones**  
**Michael D. Lane**  
**Donna Martin**  
**Jim L. Qualls**

September 5, 2009

Regarding: Bid No. 4702 - Food Service Delivery Trucks

Gentlemen:

Please consider this letter an invitation to bid for three (3) new Food Service Delivery Box Trucks for the Visalia Unified School District Nutritional Services Department, Bid No. 4702. The Board of Education will receive sealed bids up to 10:00 AM, September 21, 2009.

Documents for Bid No. 4702 – Food Service Delivery Trucks can be viewed and downloaded by visiting the Bid Schedule at <http://admin.vusd.org>. Bid documents include Bid Forms, Specifications, and a copy of the Notice to Bidders, of which the legal notice appears in the Visalia Times-Delta. Also included are Noncollusion and Certifications and Disclosure Statement forms. These forms are to be signed and submitted with your bid proposal. Sealed bids will be received **up to 10:00 A.M., Monday, September 21, 2009** and will be opened in the Purchasing Office, 5000 W. Cypress Avenue, Visalia, Ca 93277-8300 at the same date and time. Please indicate the bid number on the outside of the envelope submitted.

Please return one signed copy of the Bid Form along with other required documents to the office of the Director of Purchasing, 5000 W. Cypress Avenue, Visalia, CA 93277-8300 and indicate the bid number on the outside of the envelope submitted.

Thank you for your interest. If you have any questions, please feel free to contact this office.

Sincerely,

David Loverin  
Director of Purchasing

## **NOTICE TO BIDDERS**

Notice is hereby given that the Board of Education for the Visalia Unified School District will receive sealed bids at the Purchasing Office, 5000 West Cypress Avenue, Visalia, CA 93277-8300, up to 10:00 A.M. on Monday September 21, 2009 for BID No. 4702 – Food Service Delivery Trucks.

Bid forms and Specifications can be viewed and downloaded by visiting the Bid Schedule at <http://admin.vusd.org>, or obtained from the Purchasing Office located at 5000 West Cypress Avenue, Visalia, CA 93277-8300.

Bids will be opened in the Purchasing Office of the Visalia Unified School District, Monday, September 21, 2009 at 10:00 A.M.

The Board reserves the right to reject any or all bids, to be the sole judge of suitability of proposals and to waive any informality in bids received.

BOARD OF EDUCATION

Visalia Unified School District

By: Jim L. Qualls

Clerk

PUBLICATION DATES: Visalia Times-Delta

September 5, 2009

September 12, 2009

## Instructions to Bidder

NOTE: Return one original copy of our bid. Please make a copy for your records.

### 1. PREPARATION OF BIDS

- A. All information requested of the bidder shall be entered in the appropriate space(s) on the form. Failure to do so may disqualify your offer.
- B. All information shall be typewritten or entered in ink. Mistakes may be crossed out and correcting inserted before submission of your bid. Correcting must be initialed in ink by the person signing the bid.
- C. Corrections and/or modifications received after the closing time specified will not be accepted.
- D. Bids will not be accepted unless signed in ink (not typed) in the appropriate space(s) by an authorized officer or employee of the bidder.
- E. Bids must be submitted by the closing date prior to the time specified to be considered. No fax or telephone bids will be accepted.
- F. Any bids received after the closing date will be returned unopened to the bidder.
- G. Submit bid only in a sealed envelope with the bid number and closing date on the outside of the envelope.
- H. Bid prices shall remain open and valid subject to acceptance for sixty (60) days after bid closing date.
- I. Quote separate prices on each individual item in School District's unit of measure (i.e., ea, dz, pkg, not your standard carton price).
- J. Prices bid are considered accurate and cannot be withdrawn after the bid is opened.
- K. Upon submission of bid documents, all such documents shall become the property of the Visalia Unified School District.
- L. Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor, to the receipt of the goods or services by the School District. Time of delivery may be a consideration in the award.
- M. Prices will be considered as net if no cash discount is shown.
- N. Provide any other information not specifically requested which may be considered by

the Purchasing Director. (Purchasing Director is not obligated to consider any information not specifically requested in this bid request.)

2. BRAND NAMES/QUALITY

- A. Brand names and numbers, when used, are for reference to indicate the character or quality desired.
- B. Equal items will be considered, provided your offer clearly describes the article. Offers for equal items shall state the brand and number (or level of quality if item cannot be identified by brand and number).
- C. Equal items will not be considered if identical supply has been determined a necessity and the notation NO SUBSTITUTE has been entered.
- D. When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.
- E. The Purchasing Director shall in all instances be the final Judge in determining whether the items bid are acceptable to the School District, and whether the items bid are equal in quality and utility to the specified articles.

3. TAXES

Visalia Unified School District is exempt from payment of Federal Excise Tax. No federal tax should be included in the price. Exemption Certificates will be furnished when applicable.

4. LITERATURE

Bidders shall submit literature which fully describes items on which they are bidding, no later than the closing date of this bid. Any and all literature submitted must be stamped with bidder's name and address.

5. GUARANTEE AGAINST DEFECTS

All items are to carry a full guarantee against defects in materials and workmanship and guarantee against breakage and other malfunctions when performing work for which they are designed.

6. PRICE F.O.B.

Quotations are to be F.O.B. Visalia, CA.

7. AWARDS

A combination of the following factors will be considered in awarding this bid. These factors are not necessarily listed in order of priority.

- A. Price
- B. Bidder's previous record of performance and service
- C. Ability
- D. Quality and conformance to specifications

The Visalia Unified School District shall be the sole judge in making this determination.

8. DEFAULT BY SUCCESSFUL BIDDER

A. Rights and remedies for default by Visalia Unified School District: In case of default by successful bidder, the School District may procure the article(s) or service(s) from another source and may recover the loss occasioned thereby from any unpaid balance due the successful bidder by proceeding against the successful bidder's performance bond, if any, or by suit against the successful bidder. The prices paid by the School District shall be considered the prevailing market price(s) at the time such purchase(s) is made.

B. Inspection on deliveries which do not meet specifications, will be returned at the expense of successful bidder.

9. INCLUSION IN THE CONTRACT

The right is reserved by the Purchasing Director at his discretion, to include any other governmental entity in the Contract at the accepted prices.

10. RESPONSIBILITY FOR GOVERNMENTAL ENTITIES OTHER THAN THE VISALIA UNIFIED SCHOOL DISTRICT

Participation by other government entities will not impose any responsibility for payment of claims on the School District or the Purchasing Director. Each such governmental entity will be billed separately, and payments will be made by warrants drawn on the appropriate funds for the governmental entity.

11. QUANTITY & QUALITY OF MATERIALS OR SERVICES

The successful bidder shall furnish and deliver the quantities designated by the Purchasing Director. Packing slips which clearly identify the merchandise and the School District purchase order number or agreement must accompany every delivery. All materials, supplies or services furnished under an agreement or purchase order resulting from this bid shall be in accordance with the School District specifications. Materials or supplies, which in the opinion of the Purchasing Director are not in accordance and conformity with such specifications, shall be rejected and promptly removed from the School District premises at the successful bidder's expense.

12. TERMINATION OF CONTRACTS/PURCHASE ORDERS

The Visalia Unified School District reserves the right to terminate all purchase orders or contracts with due cause giving a ten (10) day written notice or may terminate without cause giving a thirty (30) day written notice. Due cause for termination of contract shall be, but not limited to, failure to provide services required within a reasonable time period, and/or for reasons of unsatisfactory service. Purchase orders or contracts which extend into a subsequent fiscal year will automatically terminate if the Visalia Unified School District does not appropriate funds for the goods and/or services under the purchase order to contract.

Visalia Unified School District

Bid No. 4702 - Food Service Delivery Trucks

The purpose of this bid is to purchase 3 new food service delivery box trucks.

**Bid Specifications**

New, 2007 or newer medium duty truck, dry box van

Engine: gas or diesel, must meet 2008 California emission standards

Payload allowance: minimum 8,000 lb.

Wheel Base: 150 – 176"

Brakes: front/rear disc with 4-channel anti-lock brake system

Transmission: Automatic 4, 5 or 6 speed

Exterior Color: white

Options:

Air-conditioning, heater, defroster

AM/FM radio with clock

Back-up alarm

Seating for 2 or 3

Van Body: 16 ft IL x 96" IH x 96"OW aluminum van body

Color: white

Walls lined with wood slats

Installed E Track tie down system, double row on sides and front installed at 36" and 54"

Overhead roll-up rear door

Wood floor

2,500 LB Rail lift,

60 x 89" aluminum platform with 12" retention ramp

hydraulic closure



VISALIA UNIFIED SCHOOL DISTRICT

BID FORM – BID No. 4702

PAGE 2 of 2

BID WILL BE AWARDED IN TOTAL TO THE LOWEST OVERALL BIDDER MEETING ALL DISTRICT SPECIFICATIONS. LOWEST BIDDER TO BE DETERMINED BY ADDING THE TOTAL OF DELIVERY TRUCK 1, DELIVERY TRUCK 2, AND DELIVERY TRUCK 3.

BIDDERS TO INCLUDE COMPLETE SPECIFICATIONS FOR CONSIDERATION AND STATE WARRANTY INFORMATION

**ADD ALTERNATE 1:**

ADDITIONAL COST PER VEHICLE TO UPGRADE THE SPECIFIED 2,500 LB LIFT TO A 3,000 LB LIFT.

I hereby certify under penalty of perjury under the laws of the State of California that the information submitted herein is true and correct.

SUBMITTED BY:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TYPE OR PRINT SIGNATURE NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PHONE NUMBER / FAX NUMBER

\_\_\_\_\_  
DATE

VISALIA UNIFIED SCHOOL DISTRICT  
5000 W. CYPRESS AVENUE  
VISALIA, CALIFORNIA 93277-8300

**BID NO. 4702**

**CLOSING DATE: September 21, 2009 10:00 A.M.**

NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND  
SUBMITTED WITH BID

State of California        )  
  )    ss  
County of Tulare         )

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is  
\_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing, bid,  
that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership,  
company, association, organization, or corporation; that the bid is genuine and not collusive or sham;  
that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid,  
or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly,  
sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or  
any other bidder, or to fix overhead, profit, or cost element of the bid price, or of that of any other  
bidder, to secure any advantage against the public body awarding the contract of anyone interested in  
the proposed contract; that all statements contained in the bid are true; and further that the bidder has  
not, directly or indirectly, submitted his or her bid price or any break-down thereof, or the contents  
thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any  
corporation, partnership, company association, organization, bid depository, or to any member or agent  
thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and  
correct.

Dated this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

**DEBARMENT AND SUSPENSION - 2009 NATIONAL SCHOOL LUNCH PROGRAM EQUIPMENT ASSISTANCE GRANT**

Certification regarding debarment, suspension, ineligibility and voluntary exclusion--lower tier covered transactions.  
Complete, sign, and return this certification with the grant application to the California Department of Education.

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BID #4702

Food Service Delivery Trucks

JOB REFERENCES

Bidders must submit a list of at least three (2) projects of similar dollar volume completed within the last two (2) years for reference purposes.

<u>JOB DATE</u>	<u>JOB LOCATION</u>	<u>CONTACT PERSON</u>	<u>PHONE #</u>
_____	_____ _____ _____	_____	_____
_____	_____ _____ _____	_____	_____

Name of Bidder: \_\_\_\_\_

VISALIA UNIFIED SCHOOL DISTRICT

BID #4702

Food Service Delivery Trucks

ADDENDA

The undersigned acknowledges receipt of the following Addenda and the cost, if any, of such revisions has been included in the Lump Sum Grand Total of bid.

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Name of Bidder: \_\_\_\_\_