



## Bus Parts & Shop Supplies Vendor FY 2022

Barrow County Schools System Transportation Department is soliciting bids for Bus parts and shop supplies.

The objective of this bid is to locate source options that will provide quality bus parts and shop supplies for the best overall value

Sealed proposals from bidders will be received by Barrow County Schools Transportation Department via email only until 1:30p.m. Local time, on May 7 2021. Proposals must be sent to [helen.bryan@barrow.k12.ga.us](mailto:helen.bryan@barrow.k12.ga.us) and should include the words "BCSS- BUSPARTS&SHOPSUPPLIES-BID".

**Emailed proposals will only be deemed accepted for consideration upon delivery of a confirmation email from [helen.bryan@barrow.k12.ga.us](mailto:helen.bryan@barrow.k12.ga.us) to vendor's email indicating receipt of proposal. If vendor does not receive confirmation of receipt of proposal via email, vendor should consider proposal not to have been delivered.**



## General Terms and Conditions

Bids should be emailed in ample time to assure delivery before the bid opening date and time:

Emailed To

[helen.bryan@barrow.k12.ga.us](mailto:helen.bryan@barrow.k12.ga.us)

Bids may be emailed to the above address prior to bid opening time.

Bids must be on the specifications forms provided.

No awards of any kind are made at the time of the bid opening. A copy of the bid Tabulations and/or the awards will be available upon request after the bid has been awarded.

5. Vendor is responsible for the removal from the location any and all waste materials or other debris from the delivery, assembly, and installation of items received and all cost associated with the disposal of the debris.

6. Bid submitted must include any and all freight and handling cost. Barrow County Schools will pay no additional charges.

7. The bidder and manufacturer representatives' responsibilities to Barrow County Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.

8. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Bidders are at liberty to quote on substitutions provided complete specifications are included with the bid. Vendor is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are



based on our specifications. BCSS reserves the right to accept a higher bid on items where the lower bidder does not meet bid specifications.

9. The final inspection and approval must be made by an authorized representative of Barrow County Schools prior to payment.

10. The bidder, by submitting a bid, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of any protected class as defined by federal Equal Employment Opportunity regulations.

11. Barrow County Schools has the right to award the entire bid to one vendor or to separate the bid and order by line item. Barrow County Schools reserves the right to order additional quantities or reduce quantity amounts as needed to meet the schools needs. Barrow County Schools reserves the right to reject any or all bids to best meet the interests of the school district.

13. Invoices must have a printed PO number that was given at purchase on invoice to process for payment. Hand written PO's on invoices may take longer to process for payment

14. All invoices should be tax exempt. (Please contact Helen if you need a Tax-Exempt form.)

15. Part quote is expected within 7 days of request

16. Parts must be delivered to Transportation shop for no additional charge

17. Bid pricing is for the period of July 1, 2021 thru June 30, 2022



18. The Barrow County Board of Education reserves the right to accept or reject any or all parts of bids submitted. The Barrow County Board of Education reserves the right to award the contract by line item, specific category or in entirety to one vendor, to use multiple vendors at once to maintain our fleet or return to original vendor, whichever is in the best interest of the school system. Items will be awarded based on requested and received information, vendor history and experience, references submitted, reliability, price availability of product and overall value to the school district.

19. The Barrow County Board of Education reserves the right to terminate the contract at any time with a 30 day written notice due to lack of performance or violation of any part of the contract.



## Insurance

Prior to the commencement of work, the Vendor shall furnish to the Owner a Certificate of Insurance showing compliance with the following limitations:

The Vendor shall maintain such insurance (with limits as shown below) as shall protect the Vendor and the Owner from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the proposer shall furnish the Owner certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by the Vendor.

Below are listed the insurance coverages which must be procured by the Vendor at his expense. The Vendor agrees to follow instructions indicated in each case.

Workers Compensation (WC): required in all contracts

Statutory Limits -

Bodily injury by Accident - each employee \$100,000 Bodily injury by Disease - each employee \$100,000 Bodily injury by Disease - policy limit \$500,000

Commercial General Liability {CGL}:

Each Occurrence Limit \$1,000,000

Personal & Advertising Injury Limit \$1,000,000

General Aggregate Limit \$2,000,000

Products/Completed Ops. Aggregate Limit \$2,000,000

Automobile Liability

Combined Single Limit

\$1,000,000

Additional Insured: The vendor shall add the "Barrow County Board of Education" as an additional insured under the commercial general liability policy. This will need to be noted in the description area of the certificate and/or checked off in the additional insured column.



Barrow County Schools

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Barrow County Schools has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Barrow County Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Barrow County Schools at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_

*EEV / Basic Pilot Program\*User Identification Number*

\_\_\_\_\_  
*Authorized Officer or Agent*

\_\_\_\_\_  
*Date*

*(Contractor Name)*

\_\_\_\_\_  
*Title of Authorized Officer or Agent of Contractor*

\_\_\_\_\_  
*Printed name of Authorized Officer or Agent*

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.*

\_\_\_\_\_  
*NOTARY PUBLIC*

\_\_\_\_\_  
*My Commission Expires:*



Barrow County Schools

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF \_\_\_\_\_, COUNTY OF

\_\_\_\_\_ Owner, Partner or Officer of Firm

\_\_\_\_\_ Company Name, Address, City and State being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of Barrow County Schools, or any of its employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of Barrow County Schools, or any of its employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME

SIGNATURE

TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_ NOTARY PUBLIC\



Barrow County School System

**Items will be delivered to:**

Transportation Department

Hal Jackson Rd

Winder, GA 30680

Barrow County Schools has a total of 212 school buses. Forty-six are special education 47 to 54 passenger buses. Sixty five are regular education 72 passenger buses. This fleet includes Freightliner/Thomas, Blue Bird, and International buses. The model years range from 1993 to 2021.

Price must include shipping and delivery.

All amounts are approximate. More or less of any item may be purchased at bid price. Delivery must be coordinated and scheduled with the Barrow County School System Transportation Department.

Delivery schedule:

Transportation shop will be open for delivery Monday through Friday from 8am to 5pm during the months of August through May. Monday through Thursday from 7:30am to 2:30pm during the months of June and July.

By signing and submitting this bid, you are agreeing to the terms and conditions set forth in this bid package.

Company Name:

Address:

Phone:

Signature of Authorized Company Representative