

SBUS12

Specifications

Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting shall be held on Monday, November 7, 2011 at 2:00 p.m. The meeting will be held in the Purchasing Division Conference Room located at 2019 Washington Street, East (Capitol Complex - Building 15), Charleston, WV 25305. Any vendor who wishes to bid on this contract must be represented at this meeting. Failure to attend the pre-bid conference shall disqualify a vendor from bidding on this contract. No person can represent more than one bidder.

Questions

Written questions shall be accepted through close of business (5:00 p.m. EDST) on November 21, 2011. Questions may be sent via USPS, fax, courier or email. In order to assure no vendor receives an unfair advantage, no substantive questions will be answered orally. If possible, e-mail questions are preferred. Address inquires to:

Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
Fax: 304-558-4115
Phone: 304-558-8802

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The State of West Virginia and/or County Boards of Education reserve the right for representatives to visit production facilities of successful bidders prior to and/or during construction of the units for the purpose of observing production and quality control.

School bus manufacturers will construct a pilot unit and provide expenses for approval by the West Virginia Executive Director, Office of School Transportation and/or his designee, prior to assembly line production of West Virginia school buses.

Line setting tickets shall be furnished by the manufacturer for all vehicles.

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Successful bidder will issue application for title at least 20 working days prior to the anticipated delivery date of completed units. 5-day advance notification to the ordering agency must be given prior to the actual delivery date.

Payment by counties to the successful bidders will be made upon acceptance of completed units by county boards of education. (Acceptance means when a county has determined that ALL manufacturer responsibilities have been met.) West Virginia Minimum Requirements for Design and Equipment of School Buses, 2007 revision may be obtained from:

Ben Shew, Executive Director
Office of School Transportation
WV Department of Education
1900 Kanawha Blvd., Bldg. 6, Room 318
Charleston, WV 25305
Phone - (304) 558-2711
FAX - (304) 558-8867

School buses must conform to WEST VIRGINIA MINIMUM REQUIREMENTS FOR DESIGN AND EQUIPMENT OF SCHOOL BUSES, 2007 REVISION and the attached ADDENDUM.

Any component supplied by a bidder as an equivalent (where equivalent is permitted in the Minimum Requirements) must have prior approval, in writing, from the Executive Director, Office of School Transportation.

Delivery

Successful vendor shall be required to deliver buses within 120 days after receipt of order.

Convenience Copy

Bidders are requested to send one convenience copy of their bid to the Purchasing Division.

Reports

Successful vendor(s) shall be required to submit annual reports on the actual usage of the contract. Such report should include the quantity of each vehicle purchased, the cost, and purchaser.

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Quantity

Estimated quantity is 250 – 300 units. Estimate is provided for information only and no guarantee of actual use of any future contract is implied by providing this estimate.