

KIDS' CORPS, INC.

*101 Davis Street
Anchorage, AK 99508*

Request For Proposals (RFP)

Date of Issue: October 11, 2017

Title and Purpose of RFP:

Title: Transportation Services, Vehicle purchase

Purpose: Kids' Corps, Inc. (KCI) is seeking and will consider proposals for a school bus to provide transportation services for an estimated 20 ambulatory pre-school aged children and one ambulatory adult attendant within the Anchorage Bowl.

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SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01 Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must mail or deliver a copy of their proposal to the Executive Director to the following address:

Name: Dirk Shumaker
Title: Executive Director
Entity: Kids' Corps, Inc.
Address: 101 Davis Street
Anchorage, AK 99508

Proposals must be received no later than 4:00 PM Alaska time on **October 20, 2017**. Faxed and/or oral proposals are unacceptable and shall not be considered. An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

If mailed the sealed envelope must be clearly marked in the lower left-hand corner with the following information:

Request for Proposal—School Bus

Inquiries concerning this RFP should be directed to:

Erin Oliver
Finance Manager, KCI
Tel. No. (907) 279-2021
erin@kcialaska.org

1.02 Vehicle Specifications

Kids' Corps, Inc. (KCI) seeks to purchase a vehicle for providing daily transportation for 20 ambulatory children ages 3-5 years old and one ambulatory adult passenger to and from our Head Start program in Anchorage, Alaska. See Section 4, Deliverable, for specifications and Attachment 3, Technical Requirements.

1.03 Right of Rejection

KCI reserves the right to reject any and all proposals received in response to this RFP. Acceptance of a proposal will be based upon the factors described in this RFP.

1.04 Right to Extend and/or Re-advertise the RFP

KCI reserves the right to extend the proposal deadline or re-advertise the RFP. In the event that the RFP is extended or re-advertised, written notification will be sent to each recipient of record of the original RFP. Recipients of record are those parties which obtained a copy of the RFP directly from KCI.

1.05 Preparation Costs

KCI will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

1.06 Offerors Certification

By signature on the proposal, offerors certify that they comply with:

- (a) the laws of the State of Alaska,
- (b) the applicable portion of the Federal Civil Rights Act of 1964,
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government,
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government,
- (e) all terms and conditions set out in this RFP,
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury,
- (g) that the offers will remain open and valid for at least 90 days, and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this section, KCI reserves the right to disregard the proposal, terminate the contract, or consider the Vendor in default.

1.07 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., employed by KCI) and, if so, the nature of that conflict. The Executive Director of KCI reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. KCI's determination regarding any questions of conflict of interest shall be final.

1.08 Solicitation Advertising

It is a full and open competition to maximum extent possible to all local area businesses who sell school buses that meet our specifications.

1.09 Disputes

Any dispute arising out of this agreement will be resolved under the guidance of the Department of the Health and Human Services.

1.10 Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SECTION TWO STANDARD PROPOSAL INFORMATION

2.01 Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the opening date.

2.02 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the Finance Manager or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal.

2.03 Required Licenses

Offeror must submit with the proposal the following documents:

1. Alaska Business License
2. Federal ID or Social Security Number

SECTION THREE STANDARD INFORMATION

3.01 Purchase Approval

This RFP does not, by itself, obligate KCI. KCI's obligation will commence when the proposal is approved by the Executive Director or the Board of Directors. KCI will not be responsible for any work done by the proprietor, even work done in good faith, if it occurs prior to the bid approval.

The Vendor shall indemnify, hold harmless and defend KCI, its board members, officers, employees, and agents from any and all claims, suits, judgments, or liabilities, or claims of liability, for injuries, damages and loss, including costs and attorneys' fees, arising from: (a) the

breach by Vendor of any of its obligations under the agreement; and/or (b) the acts or omissions of the Vendor, or acts or omissions of the Vendor and KCI together, under the contract or in the performance of services contemplated by the agreement. The Vendor and KCI agree that the indemnity provided for under this Section is intended by them to be as broad in scope as may be permitted by Alaska law and that the term Vendor includes the Vendor's directors, officers, employees, agents and sub-Vendors.

SECTION FOUR DELIVERABLE

4.01 Deliverables

The vendor will be required to provide the following deliverables: One 2017 type A School Bus with a gas engine and automatic transmission that will seat 21 ambulatory passengers.

- The bus must meet all Federal Motor Vehicle Safety Standards (FMVSS), National School Bus Laws and state of Alaska laws in force at the time of order and the technical requires described in Attachment 3.

4.02 Inspection of Deliverable

A representative of KCI must inspect the newly-purchased vehicles upon delivery to ensure compliance with RFP requirements

SECTION FIVE

5.01 Evaluation Criteria

All proposals will be reviewed to determine that they meet the RFP requirements, including submission of signed non-collusion certification and signed certifications form. An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror. Vendors will submit sealed bids and the lowest cost proposal that meets the specifications described in this RFP will be selected as the winning proposal.

SECTION SIX ATTACHMENTS

6.01 Attachments

- A. Non-Collusion
- B. Certifications Form
- C. Technical Specifications

Attachment "A"
NON-COLLUSION CERTIFICATION

I, of (Firm Name) being duly sworn, do depose and state:

- a) the prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered,
- b) the prices in this offer have not and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract award unless otherwise required by law,
- c) no attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit an offer for the purpose of restricting competition; and
- d) that the bidder has not otherwise, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bids in connection with such contract.

(Signature)

(Title)

(Business Name)

(Date)

Attachment "B"
CERTIFICATIONS FORM

On behalf of the offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the offeror.
- B. The individual signing certifies that the offeror is not involved in any agreement to pay money or other considerations for the execution of this agreement, other than that to an employee of the offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal will be held in confidence until an award has been announced.
- E. The individual signing certifies that he/she has read and understands the information and requirements of the Request for Proposal.
- F. The individual signing certifies that the firm or any individuals assigned to the contract has not been debarred or suspended from doing work with any local, state or federal government organization.
- G. The offeror certifies that the responding company/firm is;
 - 1. _____ Woman-Owned Enterprise
 - 2. _____ Minority- Owned Firm
 - 3. _____ Small Business
 - 4. _____ Large Business

Dated this _____ day of October, 2017

Printed Name of Company/Firm

Signature of Offeror's Representative

Printed Name and Title of Individual Signing

Attachment “C” Technical Specifications

The school bus furnished shall comply with all Alaska state and Federal Motor Vehicle Safety Standards in effect at the time of bid. Additionally, Kids’ Corps requires the following supplementary specifications. Any exceptions to these specifications should be concisely noted in the proposal. Equivalency of any exceptions to the items requested will be solely at the discretion of KCI.

Item	Minimum Specifications Required	
1.	Chassis	Shall be a 12,300 LB GVWR or less Chassis
2.	Axle	Positive traction real axel.
3.	Driveshaft Guards	Each bus shall be equipped with three (3) driveshaft guards. One (1) at the rear axle location and two (2) rear of
4.	Chains	Bus shall be equipped with Insta-Chain Automatic Wheel chains (or equal).
5.	Bumper	<u>Rear:</u> Shall be formed from 12-guage plate steel and a minimum of 9 3/4” wide (high) x 7/64 th with a .5369 square inch section modulus. Bumper shall wrap around the corners of the bus and be attached to the chassis frame. Bumper to be diagonally braced.
6.	Construction	Internal skeletal structure shall be welded. Screws, rivets or huck bolts are not acceptable. <u>Roof Bows:</u> The roof bow frame assembly shall consist of 16-guage hat section bows extending from the bottom of the skirting on one side to the other. Bow frames shall be continuous, one-piece; 16-gauge rolled channel hat sections 1 7/8” deep, mounted on 28 3/4” centers to provide a roll bar type protection. <u>Floor:</u> The floor shall be constructed by 16-guage high tensile steel “C” channel joists (horizontally positioned) the entire width of the bus as each rather location with four (4) strategically placed longitudinal reinforcements for seat mounting. These joists shall be covered with .051 thick aluminum corrugated floor sheets. There shall be a plywood sub-floor of a nominal 5/8” thickness.
7.	Fuel Tank	35 US gallons. Fuel filter located on the left side of the bus.
8.	Tow Hooks	Each bus shall be equipped with Four (4) towing hooks. Two (2) rear and two (2) front.
9.	Sun Visor	Visor to be supplied by chassis manufacturer.
10.	Windshield	As supplied by the chassis manufacturer.
11.	Windshield Washer & Wipers	As supplied by the chassis manufacturer.
12.	Air Conditioning	Factory installed in driver’s area only.

13.	Steering	Power tilt steering column.
14.	Tires	Six (6) each Traction tires. Two (2) front & four (4) rear.
15.	Stereo	AM/FM stereo with CD player.
16.	Undercoating	Entire underbody to be undercoated with asphalt emulsion water-based undercoating after body to chassis mounting for maximum rust proofing. To include floor, skirts, rear wheelhouses, chassis frame riser and rear bumper mounting brackets and braces.
17.	Mounting	Bus shall be mounted to chassis frame in such a manor as to prevent shifting. Mounting to chassis shall be with frame risers and ½” bolts. The body must be completely sealed where the body and chassis cab are joined.
18.	Dimensions	Exterior width 96” interior width 90”, interior height 73”. Dimensions are approximate.
19.	Electrical	Interior body wiring shall be routed down the side of the bus, above the side windows, behind a completely removable cover. This cover shall be removable without loosening the side windows. Wiring to be color and number coded. A complete wiring diagram is to be furnished. All wiring that passes through metal shall be grommeted. Metal clips to support main body wiring harness.
20.	Instrument Gauges & Switches	The body switches shall be located above the windshield in front of the drivers’ seat and be forward facing the quick and easy access. The body switches shall be rocker type with LED back lighting. The chassis instruments and gauges to be located within easy view of the seated driver. Gauges to include: speedometer, odometer, trip odometer, fuel level, voltmeter, engine temperature, oil pressure, high beam indicator.
21.	Insulation	Ceiling, sides, rear panels and all pillars shall be insulated with a minimum 2” thick blanket type polyester insulation to properly deaden sound, reduce vibration, and provide a thermal barrier. The insulation shall be fire-resistant of type approved by Underwriters Laboratory Inc. <u>Engine Cover</u> : Shall be insulated and sealed to shield the driver from noise, heat and fumes. The cover shall be held in place by positive fasteners as supplied by the chassis manufacturers.
22.	Heater/Defroster	In dash heater and defrosters shall be sufficient capacity to keep windshield clear of fog, snow and ice. Unit to have windshield defrost channel for supplying hot air to windshield. All passenger compartment heaters to be easily serviceable with cleanable air filters and shall be of the copper coil design type with aluminum fins. If more then one heater is used, they shall be plumbed in parallel to obtain the maximum heater output. Passenger compartment heaters shall have a manual shut off valve on the heater system.

23.	Color	<p><u>Exterior:</u> Shall be National School Bus Yellow. This paint shall be baked-on high solids polyurethane. Guard rails are to be black.</p> <p><u>Interior:</u> Shall be light gray baked-on enamel. All seats frames, heaters, and heater ducts shall have a baked-on black powder coating for scratch resistance. All metal panels on the bus to be painted shall be primed on both sides prior to assembly.</p>
24.	Seats	<p>All seats shall comply with applicable FMVSS and Alaska state specifications.</p> <p><u>Passenger Seat:</u> 45” high seats with ISO latch attachments. Seat frames shall be powder coated non-reflective black. Custom to be attached to frame so as to prevent detachment from frame, yet allow for cleaning by pivoting cushion upright. Upholstery to be 42 oz. gray leatherette.</p> <p>39” modesty panel/kick plate.</p> <p><u>Passenger Seat Belt:</u> Seat belts without retractors.</p> <p><u>Driver’s Seat:</u> Adjustable high-back seat supplied by chassis manufacturer.</p> <p><u>Driver’s Seat Belt:</u> Shall be a Type II, 3-Point belt as supplied by the chassis manufacturer.</p>
25.	Exterior Paneling	<p><u>Roof:</u> The roof panels shall be double-lapped, .040 thick aluminum. The roof sheets shall be pieced in three sections, two laterally and one lengthwise over seams. All roof sheets shall be sealed. The roof shall be reinforced with two 16-gauge roof rails applied externally, secured through the roof panels and into the roof bows to provide an extra measure of strength in the overhead areas. Exterior panels shall be primed both sides before assembly for rust protection.</p> <p><u>Exterior side panels:</u> Shall be .050 thick smooth aluminum secured to body bow frames. The side panels shall be primed on both sides before assembly.</p>
26.	Interior Paneling	<p>All interior panels to have lapped edges. Interior side panels to be 0.25” thick embossed aluminum and shall extend from the window line to the floor.</p>
27.	Fenderettes	<p>Rear wheel openings shall be equipped with .050 thick aluminum fenderettes flush-mounted with the body side sheets. The fenderettes shall be continuous from the bottom of the skirt at the front of the wheel well to the bottom of the skirt at the rear wheel well.</p>
28.	Mud Flaps	<p>Each bus shall be equipped with rear mud flaps meeting Alaska state & FMVSS standards.</p>

29.	Guard Rails	<p>Minimum of four(4) guard rails to be supplied: One 4 ¼” located below windows One 4 ¼” located at seat cushion level One 4 ¼” located at floor level One 4 ¼” located at skirt area</p> <p>Two 2 5/6” roof rails extending the length of the passenger compartment.</p> <p>Side rails shall be fluted at the bottom to allow for moisture drainage.</p>
30.	Lamps & Signals	<p>All lamps shall conform to applicable FMVSS and Alaska state laws in effect at time of manufacture. Light to include:</p> <p>Cluster: Front = Three (3) amber Rear = Three (3) red</p> <p>Maker: Front = One (1) amber per side on top corners Rear = One (1) red per side on top corners</p> <p>Stop/Trail: One (1) right rear, one (1) left rear, 7: minimum One (1) right rear, one (1) left rear, 4” minimum</p> <p>Back up: Two 4” clear lenses</p> <p>Pedestrian Lights: PED-LITE, one over both the right passenger door and over the drivers door, to operate with the passenger door when opened and the lights are on.</p> <p>Stepwell: One (1) minimum operating with service door.</p> <p>Dome: To be located over seat area, one (1) in center of vestibule roof liner, tow (2) over seats in the middle of the bus.</p> <p>Directional: Front: As supplied by chassis manufacturer. Rear: One (1) right and one (1) left, 7” minimum</p> <p>Warning Lights: Shall be provided to meet latest Alaska state and FMVSS. To include shields.</p> <p>Stop Arm: School bus warning lamps shall be double flash red and meet FMVSS and Alaska state specifications.</p> <p>Strobe: Clear, double flash, located 2nd section from rear, centered.</p>
31.	Crossing Control Arm	<p>Each bus shall be equipped with an electric crossing control arm.</p>

32.	Mirrors	<p><u>Interior:</u> Surveillance mirror to be 6" x 30" safety glass with protected edges in addition to the standard 2" x 10" chassis manufacturer – supplied mirror.</p> <p><u>Exterior:</u> Cross view mirrors shall be tow (2) quadrispherical mirrors, one (1) left and one (1) right fender mounted.</p> <p>All exterior mirrors shall be remote controlled and heated. Mirrors shall comply wit FMVSS.</p>
33.	Doors	<p><u>Service Door:</u> Service door shall be manually operated, outward opening under control of driver and equipped with a Saf-T-Latch. Door control mechanism shall be located overhead of door and concealed behind a removable panel. Door shall seal against a stationary rubber at bottom step edge. No part of door to ride in the stepwell when closed. Vertical closing edges of door shall be equipped with flexible material. Door hinges shall be greasable type. Minimum clear opening shall be 24" x 72".</p> <p>All doors shall be equipped with padding at the top edge of each door opening. The pad shall be at least 3" wide and 1" thick and extend the full width of the door opening.</p> <p><u>Driver's:</u> Door shall be supplied by the chassis manufacturer, located to the left of the driver's seat.</p>
34.	Emergency Exits	<p>All emergency exits shall conform to FMVSS 217.</p> <p><u>Emergency Door:</u> There shall be an emergency door located in the center rear of the bus. This door shall have a minimum of 33" horizontal opening and 54" vertical opening. Door to be equipped with an audible buzzer which will sound when latch is moved toward open position. Door to have upper and lower glass. Door hinges shall be greasable type. There shall be a device installed on the top of the emergency door that will hold the door in the open position during emergencies and evacuation drills.</p>
35.	Aisle	<p>There shall be a minimum 12" wide aisle from the entrance door to all emergency doors.</p>
36.	Assist Rail	<p>There shall be a stainless steel assist rail at the entrance door, mounted near the midpoint of the stepwell and extending to near the top of the seat barrier. Assist Rail shall be securely attached.</p>
37.	Stepwell	<p>The stepwell shall include two (2) full-depth steps. The entrance and egress are including the top landing are adjacent to the driver's seat shall be unobstructed by the engine cover or other components. The maximum distance from the first step to the ground shall be no greater than 11".</p>

38.	Floor Covering	Floor covering shall be heavy-duty RCA rubber or equal. The floor under the seats and over the wheelhouses shall be covered with 1/8" thick smooth rubber. The aisle and entrance steps shall be covered with slip-resistant 3/16" thick ribbed rubber. Steps shall be ribbed with white nosing. All floor seams covered with galvanize steel strips. The floor covering along the side walls shall be covered with metal molding so that dirt cannot readily work underneath the edges.
39.	Windows	2-Piece side windows to be a safety tempered glass in aluminum frames. Windows shall be solar ray tinted where applicable. Entrance (service) door and rear glass to be thermo-pane. All interior and exterior side window frames to be anodized flat black. There shall be a Saf-T-View window located forward of the entrance (service) door for driver visibility. The Saf-T-View shall be designed and installed to provide viewing of passengers entering or exiting the bus.
40.	Storage Compartment	An overhead storage compartment shall be located above the windshield. Compartment door shall be hinged at top. <u>Chain Box:</u> Chain box shall be located on the exterior right (passenger) side of bus forward of the wheelwell.
41.	Ventilation	Body shall be equipped with a static-type non-adjustable exhaust ventilator located in low pressure area of front roof.
42.	Identification	The bus shall be lettered in accordance with all applicable federal and Alaska state requirements. This is to include emergency exits, decals, letter size and reflective tape where appropriate.
43.	Maintenance Manual	Each bus shall include a manufacturer supplied maintenance manual.
44.	Wiring Diagram	Each bus shall include a manufacturer supplied wiring diagram.

**FOLLOWING ITEMS ARE TO BE SUPPLIED BY KIDS' CORPS, INC.
(DO NOT INCLUDE IN PROPOSAL)**

- First Aid Kit
- Body Fluid Kit
- Seat Belt Cutters
- Fire Extinguisher
- Wheel Chocks & Chains
- Triangle Flares