



Central Services
Administrative Center
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Brenda Kirchhoefer, CPP
Coordinator of Purchasing

March 1, 2023

RE: Request for Bid - 2023 Ford Edge SE SUVs (RFB0323SAFVEC)

Dear Potential Bidder,

The Rockwood School District purchasing department is soliciting bids from qualified individuals, firms or organizations for the purchase of four (4) 2023 Ford Edge SE SUVs as described in this document.

INTRODUCTION:

The District is a nationally recognized, diverse community of learners. Currently the District serves nearly 20,000 students, made up of four high schools, six middle schools, and nineteen elementary schools, a talented and gifted campus, and a school for at-risk high school students. The District employs over 4,000 people, and covers 150 square miles in much of western St. Louis and northern Jefferson counties. The District has consistently earned the accreditation of Distinction in Performance by the Missouri Department of Education. Additional detailed information about the District may be found at www.rsdmo.org.

SPECIFICATIONS:

Vehicles must meet the following specifications:

- New
- 2023 Model Year
- Ford Edge SE
- Color – White
- Color – White
- Qty- 4
- Bid shall be inclusive of all costs and fees
- If dealer is out of town, bid should include the cost to deliver the vehicles to 111 East North Street, Eureka, MO 63025.

BID PREPARATION AND SUBMISSION REQUIREMENTS:

In order to be considered, bids must be submitted as outlined:

- Bidder's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.)
- Bidder must provide a Certificate of Good Standing indicating they have filed all reports and paid the necessary fees to the Secretary of State's office in the state they are licensed in.
- All bids should include the name, title, mailing address, telephone number, fax number, and email address of the contact person submitting the quote.
- Bids shall include an estimated delivery date.
- Bids should be submitted in a sealed envelope to: Brenda Kirchhoefer, Coordinator of Purchasing at 111 East North St., Eureka, MO 63025 no later than **2:00 PM CDT ON MARCH 15, 2023.**
- Bids shall be valid for 60 days.
- Bidder must be capable of accepting a purchase order from the District.
- Rockwood School District is exempt from Missouri sales tax.

GENERAL TERMS AND CONDITIONS:

AWARD

Award(s) will be made to the lowest, responsible bidder. District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a bid. In no event shall the District be required to explain the evaluation process or award selection to any Bidder.

BIDS FINAL

All bids shall be deemed final, conclusive and irrevocable, and no bid shall be subject to correction or amendment for any error or miscalculation.

RIGHT TO REJECT

The District reserves the right to accept any bid, to reject any and all bids, and to waive any irregularities or informalities in any bids. Conditional bids will not be accepted.

PRICE

Bidders are cautioned that the services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated.

TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost bid, as these taxes do not apply to the District.

EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the bid. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

PURCHASE ORDER

Vendor must be capable of accepting a purchase order from Rockwood School District.

Thank you for your interest in working with Rockwood School District. Feel free to contact me with any questions.

Sincerely,



Brenda Kirchoefer