



ATLANTA PUBLIC SCHOOLS

**Procurement Services
130 Trinity Avenue, S.W.
5th Floor
Atlanta, Georgia 30303**

Request for Qualifications

For

Automotive and Bus Fleet Services

October 31, 2007

Solicitation Number: 112607-01

Due Date: November 26, 2007

ATLANTA PUBLIC SCHOOLS ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS

NOTICE TO PROPOSER:

Atlanta Public Schools invites proposals for automotive and bus fleet services.

Offerors should read the general terms and conditions and joint venture affidavit which may be obtained at http://www.atlanta.k12.ga.us/content/purch_solicit.aspx

If you are unable to download these documents, you may contact the assigned purchasing agent: Brent Bailey at (404) 802-2438 or bbailey@atlanta.k12.ga.us.

Proposals shall be received in the Office of Procurement Services of the Atlanta Public Schools, 130 Trinity Ave. S.W., 5th Floor Atlanta, Georgia 30303 up to:

10:00 A.M., E.S.T (as determined by the time stamp clock in the APS Procurement Services Department) on Monday, November 26, 2007.

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**Cecil S. Moore, CPPO, CPPB, C.P.M.
Director, Procurement Services**

TENTATIVE TIMELINE

October 31, 2007:	Release RFQ to the marketplace
November 12, 2007:	Deadline for written questions by 5:00 PM
November 15, 2007:	Response to questions to be posted to the APS web site, faxed or e-mailed.
November 26, 2007:	RFQ due in Procurement Services by 10:00 AM
November 27, 2007:	Evaluation
December 03, 2007:	Recommendations to the APS Board of Education.
December 10, 2007:	Final Board Approval.

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Automotive and Bus Fleet Services

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Automotive and Bus Fleet Services

1.0 PURPOSE

1.1 The Atlanta Independent School System is interested in securing the services of qualified automotive and bus service vendors to provide repairs and routine maintenance for the current transportation fleet.

2.0 CURRENT SITUATION

2.1 The transportation fleet includes 726 vehicles, 363 support maintenance and 353 buses. The 726 vehicles include cars, vans and trucks. A detailed listing is included in appendix 1 of this solicitation. Currently engine, transmission, differential and body work is performed by other service providers.

3.0 SCOPE OF WORK

3.1 The selected vendors would provide, but not limited to, the following services:

- All engine work
- All transmission service
- Differential work
- Body work for both automobiles and buses

The Atlanta Public Schools may require multiple repairs for various vehicles at one time; therefore, an adequate service staff must be in place.

4.0 VENDOR REQUIREMENTS

4.1 The selected vendors shall be an authorized, full service Chevrolet or Ford service provider.

4.2 The selected vendors shall maintain a workforce that can adequately service a fleet the size of the Atlanta Public Schools.

4.3 Selected vendors are to service to vehicles or buses only after the receipt of a valid purchase order issued by the Atlanta Public Schools.

4.4 Invoices are to include the purchase order number as well as a full description of the work performed and parts provided.

4.5 Vendor agrees to have all work completed within a reasonable amount of time. All possible delays must be communicated with the proper APS transportation staff.

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5.0 SPECIAL TERMS AND CONDITIONS

- 5.1 Vendor must maintain General Liability for \$5,000,000.00.
- 5.2 Vendor must also maintain all insurance coverage's specified in this solicitation for the full term of the contract.
- 5.3 Atlanta Public Schools must be named as an additional insured on all parties.

6.0 SUBMISSION REQUIREMENTS

- 6.1. The original and four (4) copies of the proposals shall be submitted in separate loose-leaf, three-ring binder. Failure to submit the required number of copies requested may declare your submittal non-responsive.
- 6.2. Proposals shall be submitted in a sealed package; labeled on the outside of the package with the company's name, address, solicitation name and solicitation number, due date and time. No telephone, electronic or facsimile offers will be accepted.
- 6.3. Proposals shall not be withdrawn after they are delivered to the APS, unless offeror makes a request in writing to the Director of Procurement Services prior to time set for receiving proposals, or unless the Director of Procurement Services fails to accept or reject the proposals within one hundred and twenty (120) days after the date fixed for receiving said proposals.
- 6.4. Proposals which contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Director of Procurement Services. Atlanta Public Schools shall not be liable for any costs associated or incurred by offeror in conjunction with preparation of documents.
- 6.5. By submitting a response the offeror certifies: "that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards." It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of APS shall be abided and that the person signing this proposal is authorized to bid for the offeror.
- 6.6. Offeror shall submit with proposal the vendor information form and the vendor reference form. Failure to provide the information requested in complete and accurate detail may result in rejection of the proposal. If further information is required to provide responsibility such as providing copies of licenses, certificates, permits, etc., the contractor will be notified, in writing and given seven (7) days from notification to comply.
- 6.7. Offeror shall read and completed all applicable forms in the General Terms and Conditions and Joint Venture Affidavit and submit with your proposal all required forms
- 6.8. Offeror shall complete and submit Promise of Non-discrimination form with their proposal.

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7.0 EVALUATION

7.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

7.2 An evaluation committee will evaluate each proposal. The APS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by APS.

7.3 Proposals will be evaluated on a combination of factors including:

1- Business Capability and Experience

- a. Cover letter introducing the company and including the corporate name address and telephone number of the corporate headquarters and local office.
- b. Name and contact information of one individual who will be the company's primary contact with APS for contract negotiation and the name of the project manager.
- c. A brief history of the company and the present organizational structure of the firm describing the management organization and this project's coordination structure, if the firm is a partnership, indicate the name of all partners; if incorporated, indicate where and when.
- d. Indicate the names and addresses and degree of utilization of any and all subcontractors, which would be used in the performance of this contract.
- e. Indicate if you have ever been defaulted on a contract or denied a bid due to non-responsibility to perform. If so, provide details.
- f. Financial Status – describe the financial status of the firm; include an audited financial statements for the past two accounting years or include current statement of financial integrity shall be on letterhead of the financial institution and shall be signed by an officer of the institution. Offeror shall identify litigation or claims pending against its firm, if any.
- g. References – provide a minimum of three clients of similar size and nature to APS for which a project comparable to the scope of this project was completed within the last three years. Include name of organization, address, name/title of primary contact, telephone/fax/e-mail for primary contact and a brief description of the services provided shall accompany each reference.

2- Service

Please provide information regarding your service procedures, technician training program and work guarantee plan.

3- Quality and Completeness of Proposal

Proposals will be evaluated for quality and completeness as it addresses each requirement of the RFQ and all requested information is provided. Proposals must be organized in the same order as stipulated in the RFQ. Each section should be labeled and any additional documents provided by the vendor must reference the appropriate section of the RFQ. All requested information must be provided and all forms must be completed and submitted with your response.

10.0 AWARD

10.1. Please be advised that it is the policy of the Atlanta Public Schools that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender or ethnicity of the offeror.

10.2. This contract shall be for one (1) base year with three (3) one-year available options to renew at the sole discretion of the Superintendent of Atlanta Public Schools. The contract will be conditional upon the offeror's ability to comply with requirements set forth in the solicitation documents.

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10.3. Offeror shall not begin work without a purchase order issued by the Atlanta Public Schools Procurement Services Department.

10.4. The Atlanta Public Schools has selected as its Owner's Representative, the Director of Transportation. The Atlanta Public Schools explicitly reserves the right to amend the Owner's Representative(s) at any time with written notice to the successful individuals.

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NON-SUBMITTAL RESPONSE FORM

Solicitation Name: Automotive and Bus Fleet Services
Solicitation Number: 112607-01

NOTE TO VENDOR:

If your company's response is a "non-submittal", the Atlanta Public Schools is very interested in the reason for such response since APS desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We therefore, appreciate your responses to this non-submittal response form.

Please complete and fax this form to: (404) 802-1506

PLEASE INDICATE YOUR REASON FOR RESPONDING WITH A "NON-SUBMITTAL":

_____ UNABLE TO MEET REQUIREMENTS FOR THIS SOLICITATION.

_____ UNABLE TO MEET TIME FRAME ESTABLISHED FOR START AND/OR COMPLETION OF PROJECT.

_____ RECEIVED TOO LATE TO REPLY. RECEIVED ON _____.

_____ PLEASE REMOVE OUR COMPANY'S NAME FROM RECEIVING SIMILAR TYPE SOLICITATIONS

_____ OTHER (Please explain): _____

YOUR RESPONSE WILL BE GIVEN CAREFUL CONSIDERATION, AND INCLUDED IN THE CONTRACT FILE. YOUR INPUT WILL ASSIST THE ATLANTA PUBLIC SCHOOLS IN DETERMINING CHANGES NECESSARY TO INCREASE MAXIMUM PARTICIPATION AND COMPETITION.

INDIVIDUAL OR COMPANY NAME

INDIVIDUAL OR COMPANY ADDRESS

(_____) _____ (_____) _____
BUSINESS TELEPHONE NUMBER FAX

E-MAIL ADDRESS

INDIVIDUAL OR AUTHORIZED COMPANY REPRESENTATIVE SIGNATURE TITLE DATE

ATLANTA PUBLIC SCHOOLS
OFFEROR AFFIRMATION FORM

Company Name: _____
Solicitation Name: Automotive and Bus Fleet Services

Solicitation Number: 112607-01

After careful examination of the solicitation document in its entirety, Independent Hearing Officers and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

The solicitation checklist has been complied with, is completed, and is enclosed with this proposal. For consideration of this bid, the undersigned hereby affirms that (1) he/she is a duly authorized official of the company, (2) that the bid is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document, and (3) that the offeror will accept any awards made to it as a result of the bid submitted herein for a minimum of one hundred and twenty (120) calendar days following the date of submission.

If notified in writing by mail or delivery of the acceptance of these documents, the undersigned agrees to furnish and deliver to the assigned Purchasing Agent within seven (7) days a certificate of insurance indicating coverage's specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We the supplier of goods, materials, equipment or services covered by this bid or contract have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, creed, color, or national origin.

Respectfully submitted,

Individual or Company Name

Address

Authorized Official Name

Signature

Title

Date

() _____
Business Telephone Number

() _____
Fax

E-mail Address

The full names and addresses of persons and organizations interested in the foregoing Request for Bids as principals of the company are as follows:

The legal name of the offeror is: _____

ATLANTA PUBLIC SCHOOLS
OFFEROR INFORMATION FORM

Solicitation Name: Automotive and Bus Fleet Services

Solicitation #: 112607-01

This form must be completed and returned with your proposal.

1. Company/Individual Name: _____

2. Street Address: _____

3. City, State, Zip Code: _____

4. Primary Contact: _____

5 Telephone: () _____ Fax: () _____

6 E-mail: _____

7 State tax identification number and issuing state: _____

8 Have any conditions or restrictions been placed by the company on this proposal that would declare it non-responsive? Yes _____ No _____

9. Are you prepared to provide proof of insurance as required? Yes ____ No ____

10. Is this bid being submitted as a joint venture? Yes ____ No ____

If yes please complete and return with your proposal the Joint Venture Affidavit.

11 Has your company or you ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____

If yes please provide details including agency name, date and reason for debarment.

12 Has your company or you ever defaulted on a contract or denied a bid due to non-responsibility to perform?

Yes _____ No _____

If yes please provide details.

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OFFEROR REFERENCE FORM

Solicitation Name: Automotive and Bus Fleet Services
Solicitation Number: 112607-01

This form must be completed and returned with your bid.

All references must be from organizations for whom you have completed work similar to the specifications of this solicitation.

References for: _____
(Individual or Company Name)

1. Name/Company: _____

Address, City, State, Zip: _____

Name/title of Contact Person: _____

Telephone: () _____ Fax: () _____ E-mail: _____

Provide the scope of work and date of project: _____

2. Name/Company: _____

Address, City, State, Zip: _____

Name/title of Contact Person: _____

Telephone: () _____ Fax: () _____ E-mail: _____

Provide the scope of work and date of project: _____

3. Name/Company: _____

Address, City, State, Zip: _____

Name/title of Contact Person: _____

Telephone: () _____ Fax: () _____ E-mail: _____

Provide the scope of work and date of project: _____

ATLANTA PUBLIC SCHOOLS
SOLICITATION CHECKLIST

Solicitation Name: Automotive and Bus Fleet Services
Solicitation Number: 112607-01

The following items must be completed and submitted with your bid in order for your response to be considered.

Submitted

Yes No Description

- | | | |
|-------|-------|--|
| _____ | _____ | Received addendum(s). |
| _____ | _____ | Submitted the original and four (4) copies of the proposal. |
| _____ | _____ | Offeror affirmation form. |
| _____ | _____ | Submitted proof of good standing with the State Bar of Georgia. |
| _____ | _____ | Information on providing pro bono services if applicable. |
| _____ | _____ | Submitted offeror information form. |
| _____ | _____ | Submitted offeror reference form. |
| _____ | _____ | Submitted a copy of business license for the State of Georgia or Certificate of Authority to transact business by a governmental agency. |
| _____ | _____ | Read and completed all applicable forms in the General Terms and Conditions (Promise of Non-discrimination is mandatory). |
| _____ | _____ | Submitted Joint Venture Affidavit if applicable. |

How did you hear about this bid?

- ___ APS Website
___ Fulton Daily Report
___ Georgia Procurement Registry
___ Other (please list) _____

Individual or Company Name

Signature of Individual or Authorized Company Representative

Date

COMPLETE THIS CHECKLIST AND SUBMIT WITH YOUR PROPOSAL