

**State of Delaware  
Department of Education**

**SCHOOL BUSES**

**Invitation to Bid  
Contract No. ITB DOE 2011-05**

**OCTOBER 27, 2010**

**- *Deadline to Respond* -  
DECEMBER 8, 2010  
3:00 P.M.**

**DEPARTMENT OF EDUCATION, LIBRARY CONFERENCE ROOM**

**CONTRACT NO. ITB DOE 2011-05**

**ALL BIDDERS:**

The enclosed packet contains an "INVITATION TO BID" for School Buses. For purchase of up to 32 new 2011 model school buses of various passenger sizes, some with air conditioning, and some with lifts designed for special education, which have open certificate of origin. The invitation consists of the following documents:

**INVITATION TO BID - CONTRACT NO. ITB DOE 2011-05**

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS and SPECIFICATIONS
- 3 BID QUOTATION REPLY SECTION
  - A - NO BID REPLY FORM
  - B - BID BOND
  - C - NON-COLLUSION STATEMENT AND ACCEPTANCE
  - D - QUOTATION SUMMARY
  - E - OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE (OMWBE) APPLICATION

In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number ITB DOE 2011-05, by **3:00 p.m. local time, Wednesday December 8, 2010.**

**Bids shall be submitted to:**

Emily M. Falcon  
Director, Financial Reform Resources  
Department of Education  
401 Federal Street, Suite #2  
Dover, DE 19901-3639

Please review and follow the information and instructions contained in the general and special provisions section of the invitation. Should you need additional information, please call (302) 735-4040.

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**Delaware Department of Education  
Financial Reform Resources  
School Transportation**

DEFINITIONS  
AND  
GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

## **DEFINITIONS**

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

**STATE**: The State of Delaware

**AGENCY**: State Agency as noted on cover sheet.

**DESIGNATED OFFICIAL**: The agent authorized to act for the Agency.

**BID INVITATION**: The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

**GENERAL PROVISIONS**: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

**SPECIAL PROVISIONS**: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

**BIDDER OR VENDOR**: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

**PROPOSAL**: The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the material or equipment described in the specifications.

**SURETY**: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which it has contracted.

**CONTRACT**: The written agreement covering the furnishing and delivery of material or work to be performed.

**CONTRACTOR**: Any individual, firm, or corporation with whom a contract is made by the Agency.

**CONTRACT BOND**: The approved form of security furnished by the contractors and its surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

## SECTION A - GENERAL PROVISIONS

### 1. **BID INVITATION:**

See "Definitions".

### 2. **PROPOSAL FORMS:**

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting its bid. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

### 3. **EXAMINATION OF SPECIFICATIONS AND PROVISIONS:**

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

### 4. **PREPARATION OF PROPOSAL:**

- a. The bidder's proposal shall be written in ink or typewritten on the form provided.
- b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

### 5. **PRICES QUOTED:**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract.

### 6. **DISCOUNT:**

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

### 7. **PROPOSAL GUARANTY; BID BOND:**

Each offeror shall furnish a bond to the State of Delaware for the benefit of the Division of Purchasing in the amount equal to 10% of the respective bid value. The bond shall be drawn upon an insurance or bonding company authorized to do business in the State of Delaware. A certified check made out to the Department of Education in an amount equal to 10% of the respective proposed value may be submitted in lieu of a bid bond. (Performance bond for this bid is waived.)

### 8. **DELIVERY OF PROPOSALS:**

All bids for this project must be submitted to the Department of Education, Room 252 in a **sealed package on or before 3:00 p.m., local time, Wednesday, December 8, 2010**. The outside of the package must be clearly labeled as **ITB DOE 2011-05**. At this time, the sealed bids will be opened and recorded in the Library Conference Room, on the second floor of the Townsend Building. It is recommended the bid be delivered through a special carrier service such as UPS, RPS or FEDEX. The offeror is responsible for ensuring that the sealed competitive bid is delivered by the required time and

assumes all risk of delivery. Bids received in the room designated after the set time for receipt **will not be considered**.

All proposals must be sent to the attention of:

Emily M. Falcon  
Director, Financial Reform Resources  
Department of Education  
401 Federal Street  
Suite #2  
Dover, Delaware 19901-3639  
(302) 735-4040

9. **WITHDRAWAL OF PROPOSALS:**

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

10. **PUBLIC OPENING OF PROPOSALS:**

The bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

11. **PUBLIC INSPECTION OF PROPOSALS:**

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports the firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

12. **DISQUALIFICATION OF BIDDERS:**

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- e. If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- f. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

**SECTION B - AWARD AND EXECUTION OF CONTRACT**

1. **CONSIDERATION OF BIDS:**

It is the intent of the Department to support the cost of the lowest priced base unit as specified meeting Delaware Department of Education Regulation 1103, Standards for School Buses. Prices for specific add-on option packages are being requested to allow school districts to add those options they desire and choose to purchase.

The bids will be awarded on the basis of the lowest priced total bus including the options chosen by the school district receiving the buses.

The districts will pay for the option packages.

In several groupings because of possible combinations of options on different chassis that may affect the price, we have included some supplemental bid sheets. The bid is specific and no exceptions will be accepted.

Groupings are as follows:

<u>UNITS</u>	<u>DISTRICTS</u>
Group # 1-Units #1-2	Christina
Group # 2-Unit #3	Christina
Group # 3-Units #4-5	Brandywine
Group # 4-Unit #6	Cape Henlopen
Group # 5-Unit #7	Cape Henlopen
Group # 6-Units #8-9	Colonial
Group # 7-Unit #10	Colonial
Group # 8-Unit #11	Seaford
Group # 9-Units #12-21	Christina
Group #10-Units #22-27	Brandywine
Group #11-Units #28-30	Red Clay
Group #12-Unit #31	Cape Henlopen
Group #13-Unit #32	Colonial

2. **MATERIAL GUARANTY:**

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. **CONTRACT AWARD:**

We anticipate approval of the bid awards by December 23, 2010. Purchase orders will follow within two weeks. Vendors should base their planning on this schedule for their contracted deliveries.

If you have any questions regarding this bid package or specifications, please call Ron Love, School Transportation, Delaware Department of Education at (302) 735-4280.

4. **EXECUTION OF CONTRACT:**

- a. The bidder to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.

- b. If the successful bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified bidder of the work or re-advertised, as the Agency may decide.

5. **REQUIREMENT OF CONTRACT BOND:**

- a. Successful bidders shall furnish bond, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.
- b. The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

6. **WARRANTY:**

The successful bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance. All paperwork such as title applications, c.o.'s, warranties, etc. will be presented to the State Supervisor of Transportation upon delivery of each unit. A line ticket showing components of chassis and service manual shall accompany each set of units for each district. *For district buses the title applications and c.o.'s shall state "Delaware Department of Education, c/o (name) School District."*

7. **THE CONTRACT(S):**

The contract(s) with the successful bidder(s) will be executed with the Delaware Department of Education Financial Reform Resources School Transportation acting for all participating agencies.

8. **INFORMATION REQUIREMENT:**

The successful bidder's shall be required to advise the Department of Education Financial Reform Resources, School Transportation of the gross amount of purchases made as a result of the contract.

9. **CONTRACT EXTENSION:**

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

10. **TERMINATION FOR CONVENIENCE:**

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

11. **TERMINATION FOR CAUSE:**

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving

written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

## **SECTION C - GENERAL**

### **1. AUTHORITY OF AGENCY:**

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

### **2. LAWS TO BE OBSERVED:**

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

### **3. PERMITS AND LICENSES:**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

### **4. EMERGENCY TERMINATION OF CONTRACT:**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

### **5. TAX EXEMPTION:**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the contractor. Each bidder shall take its exemption into account in calculating its bid for its work.

### **6. BID EVALUATION AND AWARD:**

The Department of Education Financial Reform Resources, School Transportation will award this contract to the lowest responsible bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Department of Education and Financial Reform Resources, School Transportation in making judgment. In case of error in price extension, the unit price(s) shall prevail.

7. **INVOICING:**

After the awards are made, the agencies participating in the bid may forward their purchase orders to the successful bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

CONTRACT NO. ITB 2011-05 School Buses  
SPECIAL PROVISIONS

1. **CONTRACT REQUIREMENTS:**

This contract will be issued to cover the School Buses requirements for

2. **CONTRACT PERIOD:**

Each vendor's contract shall be valid for one year from December 8, 2010 through December 8, 2011.

3. **PRICES:**

Prices shall remain firm for the term of the contract.

4. **MOST-FAVORED CUSTOMER:**

The contractor shall not offer to others prices lower than those provided in the contract, or if lower prices are offered they must also apply to the subject contract.

5. **PRICE ADJUSTMENT:**

If agreement is reached to extend this contract for the second, optional year, Delaware Department of Education, Financial Reform Resources School Transportation shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

6. **DELIVERY TERMS:**

The units are expected to be delivered on or before August 15, 2011. If delivered between August 16 and October 1, liquidated damages will be in amount of \$75.00 per working day. If delivered October 1, or later, the liquidated damages will be in the amount of the minimal rental fees charged (\$2,250.00 per month as of bid preparation date, one month minimum, which is \$75.00 per day for each month). This means monthly charges for each unit for each month or partial period over each month.

In the event the buses are not delivered on time, we will accept a loaner school bus of comparable size, Delaware specifications; and subject to our approval and acceptance, in lieu of liquidated damages until our school bus is delivered. The vendor must make their intention known to us on or before July 16, 2011 relative to delivery.

The successful bidder or bidders will be obligated to honor the bid price and furnish the number of buses bid at the delivery date specified provided notification of the order is made within 60 calendar days of the bid opening to the lowest responsive and responsible bidder whose bid conforms in all material respects to the requirements and criteria set forth in the invitation to bid.

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Buses will be delivered to the district specified on page 3. **Authorized warranty repair facilities shall be located within 60 miles of a purchaser.**

**With the exception of fuel, all fluid levels shall be at 100%.**

All units must be inspected, have a Delaware school bus inspection sticker affixed to the windshield, have a temporary tag affixed and be delivered to the specified school districts.

7. **QUANTITIES:**

A bidder may bid on any number of buses so long as they are designated under the unit number specified individually and priced accordingly. The bidder must specify on the bid sheets the model year of chassis and body, make of body, wheel-base and body length of the unit being bid. The award will be based on the lowest unit price meeting specifications and options that may be desired. In the event of a tie bid price, the earliest delivery date will be the determining factor.

The Department of Education may exercise its option to purchase additional units subject to the availability and mutual agreement, at the price stated.

8. **FUNDING OUT:**

The continuation of this contract is contingent upon funding appropriated by the legislature.

9. **BOND REQUIREMENT:**

Each offeror shall furnish a bond to the State of Delaware for the benefit of the Department of Education in the amount equal to 10% of the respective bid value. The bond shall be drawn upon an insurance or bonding company authorized to do business in the State of Delaware. A certified check made out to the Department of Education in an amount equal to 10% of the respective proposed value may be submitted in lieu of a bid bond. (Performance bond for this bid is waived.)

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10. **MANDATORY INSURANCE REQUIREMENTS:**

A. Certificate of Insurance and/or copies of insurance policies for the following:

1. As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry Comprehensive General Liability and at least one of the other coverages depending on the type of service or product being delivered.
  - a. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

and

  - b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

  - c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

  - d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.
2. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.
3. Forty-five (45) days written notice of cancellation or material change of any policies is required.

**Administrator, Emily Falcon**  
**Contract No. ITB 2011-05**

Emily M. Falcon  
Director, Financial Reform Resources  
Department of Education  
401 Federal Street, Suite #2  
Dover, Delaware 19901-3639

**Note: The State of Delaware shall not be named as an additional insured.**

B. Certificate of Insurance Waived.

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11. **BASIS OF AWARD:**

Delaware Department of Education, Financial Reform Resources School Transportation shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Delaware Department of Education, Financial Reform Resources School Transportation reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

12. **STATE OF DELAWARE BUSINESS LICENSE:**

Prior to receiving an award, the successful vendor shall either furnish Delaware Department of Education Financial Reform Resources, School Transportation with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8201 - Public Service, (302) 577-8205 - Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

13. **HOLD HARMLESS:**

The successful bidder agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in the Agreement.

14. **OWNERSHIP OF INTELLECTUAL PROPERTY:**

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

15. **LIQUIDATED DAMAGES CLAUSE:**

Notwithstanding any other inconsistent provisions of this agreement, if the bidder shall fail to provide accurate and/or complete delivery of products or services in accordance with the specifications in this bid and/or changes thereto that may have been agreed upon between the Department of Education and the bidder by the delivery dates specified, herein, the

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bidder shall pay to the Department the amount of monies detailed below. For each and every day that the time consumed in said delay shall exceed the time specified for delivery; which said sum, in view of the difficulty of ascertaining the loss which the Department will suffer by reason of delay in the delivery of said school buses, is hereby agreed upon, fixed and determined by the parties hereto as the liquidated damages the Department will suffer by reason of said delay and default, and not by way of penalty; and the Department shall and may deduct and retain the amount of said liquidated damages out of the monies which may be due or become due under this agreement.

16. **FORCE MAJEURE:**

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

17. **CONTRACTOR NON-ENTITLEMENT:**

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

18. **EXCEPTIONS:**

Bidders may elect to take minor exception to the terms and conditions of this ITB DOE 2011-05 Delaware Department of Education Financial Reform Resources, School Transportation shall evaluate each exception according to the intent of the terms and conditions contained herein, but Delaware Department of Education and Financial Reform Resources, School Transportation must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of the bid opening.

19. **BUSINESS REFERENCES:**

In order to have your bid considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

20. **ORDERING PROCEDURE:**

All buses must be constructed and equipped to meet **Delaware Department of Education Regulation 1103, Standards for School Bus Chassis and Bodies** placed in production on or after January 1, 2007 including the changes which are noted in paragraph 14, and all Federal regulations relating to these school buses. Department of Education Regulation 1103 can be found on the internet at the DOE website:

**<http://www.state.de.us/research/AdminCode/Education/Frame.htm>**, Go to 1100  
Transportation, then select 1103.

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**All bid proposals must be submitted with a complete, specific listing of all chassis and body specifications or components.**

**Bidders may bid on one or more units; however, the Department of Education reserves the right to accept any combination of bids and options or reject the same.**

The Department of Education reserves the right to reject any or all bids.

Chassis and body order must be submitted to the State Supervisor of School Transportation for review and approval prior to orders being placed.

21. **BILLING:**

**The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.**

22. **PAYMENT:**

The agency will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions. The districts will pay for the option packages.

23. **BID/CONTRACT EXECUTION:**

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful bidder for signature **shall** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Delaware Department of Education and Financial Reform Resources, School Transportation. The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's Website: <http://accounting.delaware.gov> .

24. **CONTRACTOR RESPONSIBILITY:**

The State will enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this ITB. Subcontractors, if any, shall be clearly identified in the financial proposal.

25. **TERMINATION FOR CONVENIENCE:**

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

26. **TERMINATION FOR CAUSE:**

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

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**TECHNICAL SPECIFICATIONS**

**1. School bus basic package for this bid:**

Chassis:

- 2010 Federal emission compliant engine
- One spare rim shall be provided
- Tires – 10R22.5 on 36-72 passenger (not on flat floor buses) and 245x70R225 or 255x70R225 on flat floor buses and 11R22.5 on 84 passenger.
- Tire Treads-G149 or approved equal (highway type) on front tires and G164 or approved equal (M&S traction type) on rear tires.
- Wheels shall be balanced
- All buses shall have front-end alignments

Body

- Clearance lights may be controlled through a separate switch through the body solenoid or body-controlled electronic control module, or they may also be controlled by the chassis tail light switch (if the latter, the clearance light circuit shall be isolated by a protective relay).
- District identification (“\_\_\_\_\_ SCHOOL DISTRICT”) will be made with 6 inch black letters applied to both sides of the bus on the beltline. Use “RED CLAY CONSOLIDATED SCHOOL DISTRICT” for Units 28-30.
- Driver’s seat belt color safety green or orange.

Lift Bus Specifications:

When a school bus with lift is specified, the package shall contain the following minimum specifications:

- Each wheelchair station must be provided with two pieces of track (forward and rear for each wheelchair station) flush mounted with the floor covering.
- Buses shall be equipped with self-tightening retractor securement systems and self-retracting adjustable height for shoulder/lap belt assemblies for the maximum number of wheelchair positions identified.
- Power unit for wheelchair lift (rear) is to be located forward of lift with controls secured to the interior of the lift door.

Special School Lift Configuration:

- Wheelchair stations – The wheelchair locations are described on the attached body diagrams.

Additional Special Education Bus (as indicated) Requirements:

- Lap belts installed (39” seats will have three lap belts and 30” seats will have two lap belts).
- CE White seats (or DOE-approved equal) in front two rows of seats or as depicted in the lift bus diagrams.

**2. Air Conditioned School Buses:**

- a. Condensers shall be exterior, roof mounted on buses 36 passenger and above.
- Revised 07082010

b. Other Requirements

(1). Warranty-The total system shall be warranted for two years from the date of delivery, unlimited mileage, including parts and labor.

(2). Parts and Service Manuals-These shall be provided for the entire system. The parts catalog shall include a price list and must be designed so that all replaceable parts are illustrated by line drawings. Part descriptions should be annotated with the part number, part name, and quantity required for the application illustrated. The Service Manual shall include an overall A/C system diagram with component plumbing, locations, and identities indicated for diagnostic purposes.

(3). Parts and Tools Availability-All system parts and required special service tools must be readily available, and a list of suppliers shall be provided with each bus.

**3. OPTION PACKAGES**

Option Package A:

- Airbrakes (12.5 CFM 2 cylinder compressor, Bendix TU-FLO-55- or equal)
- Air dryer (Midland Pure Air or equal)

Option Package B:

- Rear Air Ride Suspension

Option Package C:

- Tinted Glass

Option Package D:

- White Top

Option Package E:

• Air-operated service door with automatic air release when ignition is turned off and electric override switch to release air on door with ignition on.

Option Package F:

- Air Suspension Driver Seat

Option Package G (84 pax bus):

- Heavy Duty Brake System (min. size: front- 16.5 in. X 6 in., rear- 16.5 in. X 8 in.)
- Heavy Duty Tires (load range H- 11R X 22.5)

4. The Department of Education structures its bids for buses so public school bus contractors will be permitted to purchase buses from the successful low bidder at the same price as the State of Delaware. This bidding is only for State of Delaware school bus contractors and in no way should affect this bid. A separate list of provisions enumerated by a representative group of manufacturers and distributors is included below for your perusal regarding contractor purchases. Those purchases are not to be made through the State but are individual contracts with the successful bidder. The Department of Education is not and shall not be

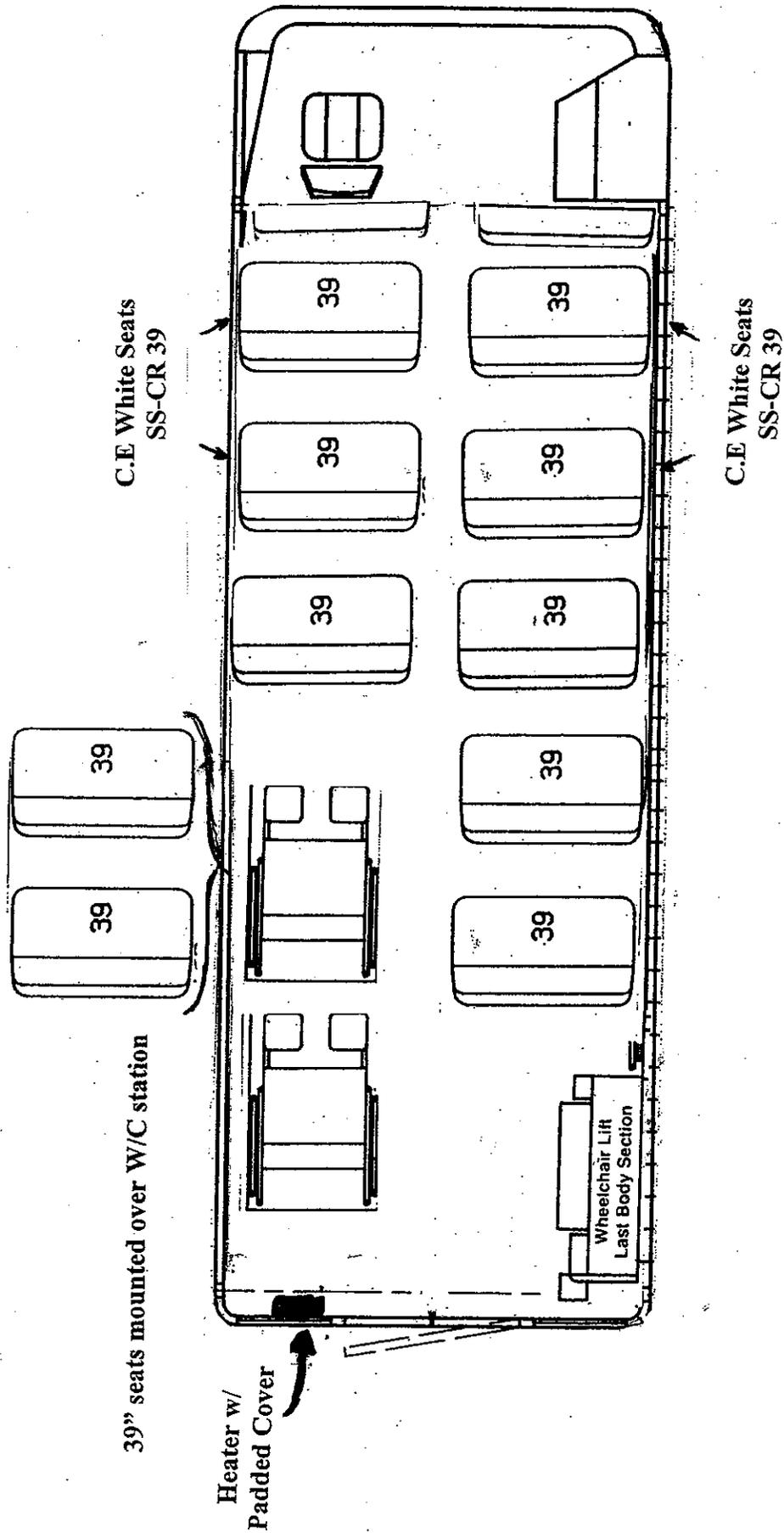
considered as a party to any such contract between a Delaware school bus contractor and the other entity for such buses included in the bid.

- a. Purchase is subject to availability from the manufacturer.
- b. **No trade-ins will be accepted.**
- c. **The bus must be picked up at the local vendors location.**
- d. There will be no deviations from the brand or model bus as bid and accepted by the state.
- e. The only options available will be the options as bid by the State. Contractors will pay for these options.
- f. Contractors must order from the successful bidder within 60 calendar days of the bid opening by the Department of Education.
- g. Dealers may require a 10% deposit and a legally binding contract prior to placing an order.
- h. Contractor will have 10 days to “close” the deal after being notified by the vendor that the ordered bus is available. After this 10-day period the contractor is responsible for “floor plan” interest as negotiated with the dealer.
- i. All warranties shall be per the manufacturers with no express or implied dealer warranties beyond the manufacturer’ warranties.

# Cape Henlopen School District

Unit # 7

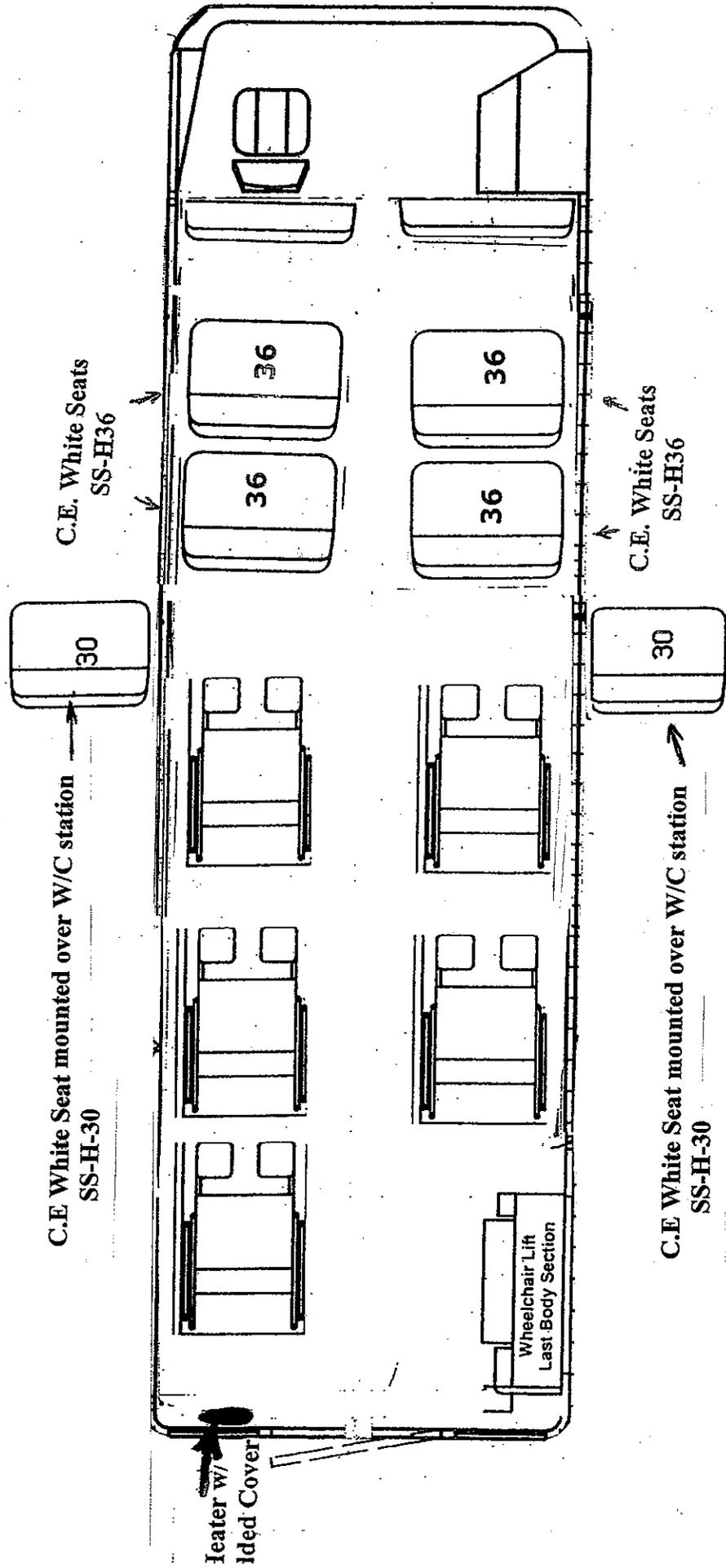
48 Passenger Bus (Approx. 193" W.B.) with Lift and A/C



# Colonial School District

Unit # 10

54 Passenger Bus (Longest W.B. for Body) with Lift and A/C

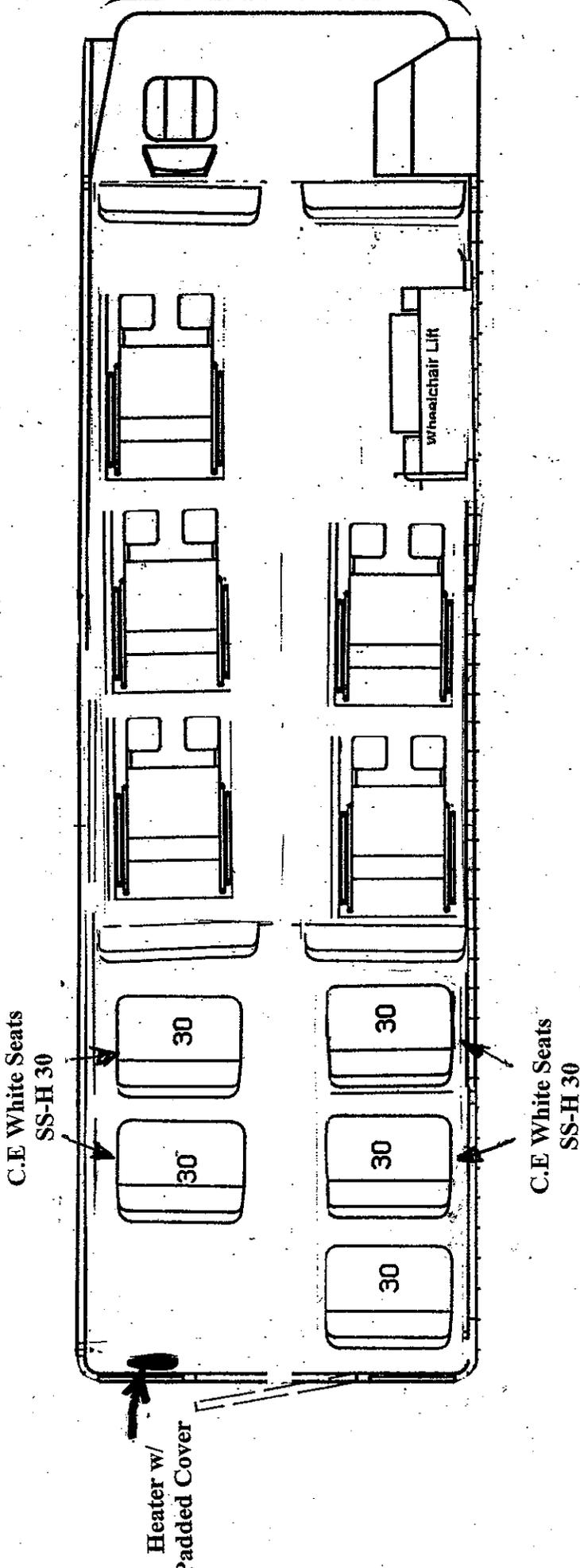


\* All SS-H seats equipped with crotch straps

# Seaford School District

Unit # 11

54 Passenger Bus (Longest W.B. for Body) with Lift and A/C



\* All SS-H seats equipped with crotch straps

**BID QUOTATION REPLY SECTION**

**CONTRACT NO. ITB DOE 2011-05**

**SCHOOL BUSES**

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number ITB DOE 2011-05 to Delaware Department of Education, Financial Reform Resources, School Transportation by **3:00 p.m. Wednesday, December 8<sup>th</sup>, 2010** at which time bids will be opened.

**Bids shall be submitted to:**

**Emily M. Falcon  
Director, Financial Reform Resources  
Department of Education  
401 Federal Street, Suite #2  
Dover, Delaware 19901-3639**

**PUBLIC BID OPENINGS**

The public bid opening insures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the bids at the time and place specified and the contract shall be awarded within thirty (30) days thereafter. The main purpose of the bid opening is to reveal the name(s) of the bidders(s), not to serve as a forum for determining the apparent low bidders. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each bid has been determined.

After receipt of a fully executed contract(s), the Delaware public and all bidders are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

**NOTE: ONLY THE BIDDER'S NAME WILL BE READ AT THE BID OPENING**

**UNITS #1-2 – Christina-2 units**

36 passenger school buses, Special Ed

Option Packages: C and D

**UNIT # 3 – Christina - 1 unit**

36 passenger school bus with air conditioning, Special Ed

Option Packages: None

**UNITS #4-5 - Brandywine - 2 units**

48 passenger school buses, Special Ed

Option Packages: C and D

**UNIT #6 – Cape Henlopen - 1 unit**

48 passenger school bus with air conditioning, Special Ed

Option Packages: A, B, and E

**UNIT #7 - Cape Henlopen - 1 unit**

48 passenger school bus with lift and air conditioning, Special Ed

Option Packages: A, B, and E

**UNITS #8-9 – Colonial - 2 units**

42 passenger school buses, Special Ed

Option Packages: A, B, C and E

**UNIT #10 – Colonial - 1 unit**

54 passenger school bus with lift and air conditioning, Special Ed

Option Packages: A, B and E

**UNIT #11 – Seaford - 1 unit**

54 passenger school bus with lift and air conditioning, Special Ed

Option Packages: B

**UNITS #12 - 21 – Christina - 10 units**

72 passenger school buses

Option Packages: C and D

**UNITS #22 - 27 – Brandywine - 6 units**

72 passenger school buses

Option Packages: C and D

**UNITS #28-30 – Red Clay - 3 units**

72 passenger school bus

Option Packages: C and D

**UNIT #31 – Cape Henlopen - 1 unit**

84 passenger school bus, front-engine

Option Packages: A, B, C, D, E, and G

**UNIT #32 – Colonial - 1 unit**

84 passenger school bus, front-engine

Option Packages: A, B, E, F, and G

**BID SHEET**

**ITB DOE 2011-05  
2 UNITS**

**UNITS #1-2 – Christina**

**NEW 2011 MODEL 36 PASSENGER SCHOOL BUSES, (SPECIAL ED), WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

**OPTIONS** To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$** \_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

**BID SHEET**

**ITB DOE 2011-05  
1 UNIT**

**UNIT #3 – Christina**

**NEW 2011 MODEL 36 PASSENGER SCHOOL BUS WITH AIR CONDITIONING, (SPECIAL ED),  
WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05  
2 UNITS**

**UNITS #4-5 - Brandywine**

**NEW 2011 MODEL 48 PASSENGER SCHOOL BUSES, (SPECIAL ED), WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05  
1 UNIT**

**UNIT #6 – Cape Henlopen**

**NEW 2011 MODEL 48 PASSENGER SCHOOL BUS, WITH AIR CONDITIONING, (SPECIAL ED),  
WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

**BID SHEET**

**ITB DOE 2011-05  
1 UNIT**

**UNIT #7 – Cape Henlopen**

**NEW 2011 MODEL 48 PASSENGER SCHOOL BUS WITH LIFT AND AIR CONDITIONING,  
(SPECIAL ED), WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

**OPTIONS** To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$** \_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05  
2 UNITS**

**UNITS #8-9 – Colonial**

**NEW 2011 MODEL 42 PASSENGER SCHOOL BUSES, (SPECIAL ED), WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

**BID SHEET**

**ITB DOE 2011-05**

**1 UNIT**

**UNIT #10 – Colonial**

**NEW 2011 MODEL 54 PASSENGER SCHOOL BUS, WITH LIFT AND AIR CONDITIONING,  
(SPECIAL ED), WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05**

**1 UNIT**

**UNIT #11 – Seaford**

**NEW 2011 MODEL 54 PASSENGER SCHOOL BUS, WITH LIFT AND AIR CONDITIONING,  
(SPECIAL ED), WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$** \_\_\_\_\_

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05  
10 UNITS**

**UNITS #12 - 21 – Christina**

**NEW 2011 MODEL 72 PASSENGER SCHOOL BUSES, WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05  
6 UNITS**

**UNITS #22 - 27 – Brandywine**

**NEW 2011 MODEL 72 PASSENGER SCHOOL BUSES, WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05  
3 UNITS**

**UNITS #28-30 – Red Clay**

**NEW 2011 MODEL 72 PASSENGER SCHOOL BUSES, WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BID SHEET**

**ITB DOE 2011-05**

**1 UNIT**

**UNIT #31 – Cape Henlopen**

**NEW 2011 MODEL 84 PASSENGER SCHOOL BUS, FRONT ENGINE WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

**BID SHEET**

**ITB DOE 2011-05  
1 UNIT**

**UNIT #32 – Colonial**

**NEW 2011 MODEL 84 PASSENGER SCHOOL BUS, FRONT ENGINE WITH OPEN CERTIFICATE OF ORIGIN**

**Delivery date:**

CHASSIS

BODY

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Wheelbase: \_\_\_\_\_

Length: \_\_\_\_\_

BASE UNIT COST PER BUS \$ \_\_\_\_\_

OPTIONS To be bid as one package:

TOTAL bid price for OPTION PACKAGE per bus \$ \_\_\_\_\_  
(as listed in specifications)

**Total Bid Price \$ \_\_\_\_\_**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

STATE OF DELAWARE  
DEPARTMENT OF EDUCATION  
FINANCIAL REFORM RESOURCES, SCHOOL TRANSPORTATION 401 FEDERAL STREET, SUITE 2 DOVER,  
DE, 19901

NO BID REPLY FORM

**BID #ITB 2011-05    BID TITLE: School Buses**

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indicating below, or do not return this form or bona fide bid.

Unfortunately, we must offer a "No Bid" at this time because:

- 1. We do not wish to participate in the bid process.
- 2. We do not wish to bid under the terms and conditions of the Request for Bid document. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- 3. We do not feel we can be competitive.
- 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.
- 5. We do not wish to sell to the State. Our objections are: \_\_\_\_\_  
\_\_\_\_\_
- 6. We do not sell the items/services on which Bids are requested.
- 7. Other: \_\_\_\_\_

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
SIGNATURE

- We wish to remain on the Bidder's List **for these goods or services.**
- We wish to be deleted from the Bidder's List **for these goods or services.**

10% BOND TO ACCOMPANY PROPOSAL  
(NOT NECESSARY IF CERTIFIED CHECK IS USED)

KNOW ALL MEN BY THESE PRESENTS That \_\_\_\_\_ of  
\_\_\_\_\_ of the County of \_\_\_\_\_ and State of  
\_\_\_\_\_ principal, and \_\_\_\_\_ of  
\_\_\_\_\_ of the County of \_\_\_\_\_ and the State of  
\_\_\_\_\_ as surety, legally authorized to do business in the State of  
Delaware, are held and firmly bound unto the State of Delaware in the sum of \_\_\_\_\_  
Dollars or \_\_\_\_\_ per cent (not to exceed \_\_\_\_\_ Dollars) of amount bid on Contract  
No. \_\_\_\_\_ to be paid to said State of Delaware for the use and benefit of the  
\_\_\_\_\_ of said State, for which payment well  
(hereinafter referred to as Agency)

and truly to be made, we do bind ourselves, our and each of our heirs, executors,  
administrators, and successors, jointly and severally for and in the whole, firmly by these  
presents.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH That if the above bounden  
principal \_\_\_\_\_ who has submitted to said Agency of the State of  
Delaware, a certain proposal to enter into a certain contract to be known as Contract No.  
\_\_\_\_\_, for the furnishing of certain products and/or services within the said State of  
Delaware shall be awarded said Contract No. \_\_\_\_\_, and if said \_\_\_\_\_  
shall well and truly enter into and execute said Contract No. \_\_\_\_\_ and furnish  
therewith such surety bond as may be required by the terms of said contract and approved by  
said Agency, said contract and said bond to be entered into within twenty days after the date of  
official notice of the award thereof in accordance with the terms of said proposal, then this  
obligation to be void or else to be and remain in full force and virtue.

Sealed with \_\_\_\_\_ seal and dated this \_\_\_\_\_ day of \_\_\_\_\_  
in the year of our Lord two thousand and \_\_\_\_\_ (20\_\_\_\_).

SEALED AND DELIVERED IN THE

Presence Of \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder (Principal) (Seal)

Witness

\_\_\_\_\_  
(Seal) BY

Corporate  
Seal

\_\_\_\_\_  
\_\_\_\_\_  
Title

\_\_\_\_\_  
BY

\_\_\_\_\_  
Name of Surety (Seal)  
\_\_\_\_\_  
(Seal)  
\_\_\_\_\_  
Title

CONTRACT NO.: ITB 2011-05  
 TITLE: SCHOOL BUSES  
 OPENING DATE: DECEMBER 8, 2010

**NON-COLLUSION STATEMENT**

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Insert Department and Division.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Insert Department and Division.

COMPANY NAME \_\_\_\_\_ Check one)

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_  
 (Please type or print)

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

COMPANY CLASSIFICATIONS: CERT. NO. _____	(circle one)		(circle one)		(circle one)	
	<u>Women Business Enterprise (WBE)</u>	Yes No	<u>Minority Business Enterprise (MBE)</u>	Yes No	<u>Disadvantaged Business Enterprise (DBE)</u>	Yes No

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO: \_\_\_\_\_  
 (COMPANY NAME)

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_



## State of Delaware

### Office of Minority and Women Business Enterprise Certification Application



**Complete application and mail, email or fax to:**

Office of Minority and Women Business Enterprise (OMWBE)  
100 Enterprise Place, Suite 4  
Dover, DE 19904  
Telephone: (302) 857-4554 Fax: (302) 677-7086  
Email: [deomwbe@state.de.us](mailto:deomwbe@state.de.us)  
Web site: <http://gss.omb.delaware.gov/omwbe/index.shtml>

## **Important Information Please Read!**

### **Is my firm eligible?**

A minority and/or women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Minority groups include: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans.
  - b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
  - c) Serving a for profit business with "useful business functions."
- An out-of-state company must first **be certified in its home state** before it can be considered for certification in Delaware. This must be a state-level certification, if available.
  - There is no fee for processing your application. In addition, free assistance is available. If you have questions about the application or your company's qualifications, call (302)857-4554.
  - If your business is certified by **Delaware Department of Transportation (DelDOT), City of Wilmington, Minority Supplier Development Council (MSDC), Women Business Enterprise National Council (WBENC) and located in Delaware**, there is a specialized application. You must also attach a copy of your certification and mail all documents to the OMWBE.
  - Also, please note that it is extremely important to provide other certifying agency documentation. This can expedite the certification process.

Document Request checklist

- Unless otherwise indicated, copies of documents are sufficient.
- Any deficiency may delay the certification process.
- Certification generally takes four to six weeks.
- **An on-site visit.** (The OMWBE office may schedule an on-site visit once the completed application and appropriate supporting documentation have been received).

Documents to attach to your application	Sole Prop	Part/ LLP	Corp/ S-Corp	LLC	OMWBE Use
Notarized Minority and Women Business Enterprise Affidavit form	Yes	Yes	Yes	Yes	
Copy of any of the following state identification, license, birth certificate, permanent resident card, passport or tribal memberships	Yes	Yes	Yes	Yes	
Copy of MBE/WBE certification from home state, if company headquarters are not in Delaware. (must be a state level certification, if available)	Yes	Yes	Yes	Yes	
Copies of any relevant licenses, certificates of training and degrees held by the company or its owners/employees	Yes	Yes	Yes	Yes	
Partnership Agreement, including any amendments, buy-out rights as well as any profit sharing arrangements		Yes			
Articles of Incorporation with all amendments			Yes		
Minutes of the last annual shareholders meeting			Yes		
By-laws and By-law Amendments			Yes		
Copy of most recent Stock Ledger			Yes		
Copy of Certificate of Organization				Yes	
Copy of Operating Agreement				Yes	
<b>Optional Information – Please read below for advantages of tax document submission*</b>					
Last two years of your firm’s tax returns (gross receipts). If not available, last two years W2 and/or 1099 forms for all owners, directors, officers and senior management.	Yes	Yes	Yes	Yes	

\* Submitting tax information provides OMWBE with documentation required to identify the business as a small business. If you would like to be identified as a small minority and women business enterprise please submit tax information. For additional information on small business criteria please visit <http://www.ccr.gov/SizeStandard.aspx> or <http://www.sba.gov/index.html> (most requested items). Please note the categorization of small business may provide additional opportunities.

## Delaware Minority and/or Women Business Enterprise Certification

### Certification Application

The following is the application for Minority and/or Women Business Enterprise (MWBE) certification with the State of Delaware. All questions must be answered. Please type or print clearly.

### Questions that do not apply to your firm should be marked N/A in the space provided.

The Affidavit on page 14 must be signed and notarized by a Notary Public. Faxed copies of the Affidavit will only be accepted if the notary seal has the stamped seal with the expiration date visible. Otherwise, mail the original Affidavit with the raised seal to our office.

Please return the completed application with signature and required notarization to the address below:

**Office of Minority and Women  
Business Enterprise  
100 Enterprise Place, Suite 4  
Dover, DE 19904  
Phone: (302) 857-4554  
Fax: (302) 739-3779  
Web site: [www.omwbe.delaware.gov](http://www.omwbe.delaware.gov)**

### Definitions

#### Minority and/or Women Business Enterprise

A Minority and Women Business Enterprise is a business that is at least 51 percent owned, controlled and actively managed by minority and/or women group members who are United States citizens or persons lawfully admitted to the United States for permanent residence.

The business must be a for-profit business and currently be performing a useful function.

**Minorities** – United States citizens or permanent residents who are African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, Subcontinent Asian Americans, or as defined herein:

**African (Black) Americans.** All persons having origins from any of the Black groups of Africa and all persons having origins in any of the original peoples of the Cape Verde Islands.

**Asian/Pacific Americans.** All persons having origins from any of the original peoples of the Far East, Asia, or the Pacific Islands, including China, Japan, Korea, Samoa, Philippine Islands, and Hawaii. Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

**Hispanic Americans.** All persons having origins from Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or others Spanish or Portuguese culture or origin, regardless of race.

**Native Americans.** All persons having origins from the original peoples of North America and who are recognized as Native Americans by a tribe or tribal organization.

**Subcontinent Asian Americans.** All persons whose ancestors originated in India, Pakistan or Bangladesh.

**Certification** - A determination by the OMWBE that a for-profit business entity is a Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE).

## Definitions

### Ownership

The minority or woman ownership interest in the firm must be real, substantial and continuing and shall go beyond the pro forma ownership of the business as reflected in its ownership documents. The minority and women owners shall enjoy the customary incidents of ownership and shall share in the risks and profits commensurate with their ownership interest as demonstrated both by an examination of the substance and form of arrangements.

### Control

Control will be exemplified by possession of the requisite knowledge and expertise to run the particular business. Control includes the authority to determine the direction of a business, including but not limited to capital investments and all other financial transactions; property acquisitions; day-to-day decisions; contract negotiations; legal matters; selection and hiring of officers, directors, and employees; operating responsibility; cost-control; income and dividend matters; and the rights of other shareholders or partners.

The minority and/or women owners must hold the highest officer position in their companies, example chief executive officer or president.

The minority and/or women must demonstrate that they possess the experience, expertise and knowledge to operate their particular types of business.

Expertise limited to office management, administration, or bookkeeping functions unrelated to the principal business activities of the company is insufficient to demonstrate control. Women and/or minority owners must also verify that they hold any licenses or certification required by the type of business in which they are engaged.

## Definitions

**Minority Business Enterprise (MBE)** - A for profit business in which at least 51% of the beneficial ownership interest and control are held by a minority or minorities. In the case of a corporation, minorities must hold at least 51% of voting interest.

**Minority & Women Business Enterprise (MWBE)** - A for-profit business in which at least 51% of beneficial interest and control is held by minority women or by an equal combination of minorities and women. In the case of a corporation, women and minorities must also hold at least 51% of voting interest.

**Women Business Enterprise (WBE)** - A for-profit business in which at least 51% of beneficial interest and control is held by women. In the case of a corporation, women must also hold at least 51% of the voting interest.

### Useful Business Function

A useful business function is one, which results in the provision of materials, supplies, equipment or services to consumers in the State. A business acting as a conduit to transfer funds to a non-minority business does not constitute a useful business function unless doing so is a normal industry practice.

### Benefits of Certification

Current certified minority and/or women owned firms are eligible to be listed in the State of Delaware Directory of Minority and Women Owned Businesses which is circulated to all state and local government agencies.

### Recertification

At the ends of three years from original certification date, firms must submit the recertification affidavit to remain actively visible in the State of Delaware's Minority and/or Women Business Enterprise database.

## Eligibility

A minority and women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Belong to a minority group: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans.  
*(Please reference above definitions)*
- b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
- c) Serving a for profit business with "useful business functions."  
*(Please reference above definitions)*

**Reasons for denial** *(please note the below may include but not be limited to)*

- a) A business located in a state other than Delaware must first obtain state-level certification in its home state.
- b) All securities, which constitute ownership and/or control of a corporation for the purpose of establishing it as a MWBE, must be held directly by minorities or women. No securities held in trust, or by a guardian for a minor, shall be considered as held by a minority or women in determining the ownership or control of a corporation.
- c) If the business operations do not reflect the ownership shown on paper.

- d) Firm is not a for-profit business
- e) Firm has provided false or misleading information
- f) Control will not be deemed to exist in cases of simple majority or absentee ownership, or when a non-minority/non-female owner or employee of the firm is disproportionately responsible for its operation.
- g) The firm shall not be subject to any formal or informal restrictions through, for example through, by-laws provisions, partnership agreements, or charter requirements for cumulative voting rights or otherwise that prevents the minority and women owners, without the cooperation or vote of any owner who is not a minority or women for making a business decision of the firm.
- h) If the owners of the firm who are not minorities or women are disproportionately responsible for the operation of the firm, then the firm is not controlled by minorities and shall not be considered as MWBE within the meaning of the definition. Where the actual management of the firm is contracted out to individuals other than the owner, those person who have the ultimate power to hire and fire the managers, can, for the purpose of this
- i) The certification application was submitted incomplete.

## **How to Apply**

- Applications and additional information are available by calling the Office of Minority and Women Business Enterprise at (302) 857-4554 or visiting the web site [www.omwbe.delaware.gov](http://www.omwbe.delaware.gov)
- Complete an application for certification and provide required documentation (ethnic status of minority owner(s), financial records, on-going business activity, etc.)
- Provide access to its business facilities and key personnel for state certification on-site visit.

## **WHERE TO APPLY:**

Submit completed applications to:  
Office of Minority and Women Business  
Enterprise  
100 Enterprise Place, Suite 4  
Dover, DE 19904

## **Frequently Asked Questions**

For complete list of questions, please review the FAQ web site below  
<http://gss.omb.delaware.gov/omwbe/faqs.shtml>

State of Delaware Minority and/or Women Business Enterprise Application  
*All completed applications must be returned with the appropriate requested documents listed.*

**Please type or print clearly**

OMWBE use only: Application Date:

Mail application to:

Office of Women and Minority Business Enterprise  
 100 Enterprise Place, Suite 4  
 Dover, DE 19904

If you have any questions regarding the completion of this application, please contact us at (302) 857-4554

**Note – This section must be filled out in its entirety for the application to be processed.  
 Incomplete applications will not be processed.**

<b>1. Business Name(s), Contact Information, Federal Employee Identification Number or Social Security Number(FEIN/SSN)</b>			
Legal Name of Firm:			
Doing Business As (If applicable):			
Federal E.IN or SSN:		E-Mail Address:	
Address line 1:			
Address line 2:			
City		State	Zip Code
Country			
Telephone Number:		Extension:	Fax Number:
Company Web Site Address:			
Corp <input type="checkbox"/>	LLC* <input type="checkbox"/>	S Corp <input type="checkbox"/>	Partnership <input type="checkbox"/>
LLP** <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Joint Venture <input type="checkbox"/>	
<b>If you are a non profit please discontinue completing the application. You must be a for profit business.</b>			
Date firm was established?			
Date firm began doing business (date of first contract or sale)			

\* Limited Liability Corporation

\*\* Limited Liability Partnership

<b>2. Primary owner applicant information</b>				
Name:		Title:		
Home Address:		City:	State:	Zip Code:
Country:				
Telephone Number:		Extension:	Fax Number:	
E-Mail Address:				
Date owner acquired controlling interest?				
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Ethnic Group:		
U.S. Citizen or Permanent Resident: <input type="checkbox"/> No <input type="checkbox"/> Yes				

<b>3. Firm is applying as: Please select either MBE or WBE based on the primary owner</b>			
<b>Minority Business Enterprise</b>		<b>Women Business Enterprise</b>	
<input type="checkbox"/> African American	<input type="checkbox"/> Asian American	<input type="checkbox"/> African American	<input type="checkbox"/> Asian American
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American
<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> Other	<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> White American
		<input type="checkbox"/> Other	

**4. Describe, in detail, what product(s) and/or services your business provides. Attach additional pages and/or the company's catalog or inventory list, if needed. Please note the below capabilities narrative will be posted on the OMWBE web site.**

--

**5. Six digit North American Industry Classification System (NAICS) Code(s):**  
 (To assist you in determining your NAICS Code(s) go to <http://www.census.gov/eos/www/naics> )  
 This must be completed if you need additional assistance please call OMWBE

1.	2.	3.	4.	5.	6.
----	----	----	----	----	----

**Four digit United Nations Standard Products and Services Code® (UNSPSC®)**  
 (To assist you in determining your UNSPSC Code(s) go to <http://www.unspsc.org>)

1.	2.	3.	4.	5.	6.
----	----	----	----	----	----

<b>6. Type of Business</b>		
<input type="checkbox"/> Building trade	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Other
<input type="checkbox"/> Consultant	<input type="checkbox"/> Supplier	
<input type="checkbox"/> Generalized service	<input type="checkbox"/> Highway Construction	
<input type="checkbox"/> Licensed professional services		

**7. Provide the following information for: 1) all business owners, 2) corporate directors (if incorporated), 3) officers, and 4) senior management. If more space is needed, attach additional pages.**

Name	Title	Date Appointed	Gender	Ethnicity
<b>Officers of the Company</b>				
<b>Board of Directors</b>				

**8. Is any owner or board member of the business, an owner or former owner of another firm engaged in the same or similar type of enterprise?**

No       Yes (If yes, identity below)

**9. Are there any written, oral, or implied agreements between persons associated in any manner with the firm concerning its ownership and/or operation? (check one)**  No     Yes

**10. Please list the gross receipts of last two years**

(A) Year Ending:	Gross Receipts:
(B) Year Ending:	Gross Receipts:

<b>11. Number of employees</b>	Full time:
	Part time:
	Seasonal (approximate):

**12. List names and titles of persons who perform the following functions. If more than one, indicate what percent each person handles.**

	Name	Ethnicity	Gender
Financial Decisions			
Estimating & Bidding			
Negotiating & Contract Execution			
Personnel Management			
Field/Production Operations Supervisor			
Office Management			
Marketing/Sales			
Purchasing of Major Equipment			
Authorized to Sign Company Checks (for any purpose)			

<b>13. Identify persons or firms who provide Legal, Accounting, and Banking services:</b>		
<b>Attorney:</b>		Contact:
Phone:	Fax:	Email:
Address:		
<b>Accountant:</b>		Contact:
Phone:	Fax:	Email:
Address:		
<b>Bank:</b>		Contact:
Phone:	Fax:	
Address:		

<b>14. If the business is a corporation or LLC, please list the following information:</b>
a. Total shares authorized:
b. Total shares issued to date:
c. Are there any restrictions that limit the voting rights of ethnic minority group members, who are shareholders, within the By-laws or Articles of Incorporation, or any other documents? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain below)

<b>15. List the three largest contracts or sales completed by the firm during the last three years. List each customer's name and company or organization, the dollar amount of each contract or sale, and the date completed. If any are subcontracts, provide the name of the firm to which you subcontracted.</b>		
<b>1. Company or Individual:</b>		
Address, City, State:		
Phone:	Fax:	Email:
Description & Amount:		
<b>2. Company or Individual:</b>		
Address, City, State:		
Phone:	Fax:	Email:
Description & Amount:		
<b>3. Company or Individual:</b>		
Address, City, State:		
Phone:	Fax:	Email:
Description & Amount:		

**16. Has this firm or other firm(s) owned by any of its current owners or officers ever been denied certification by the OMWBE or any other certifying entity (check one)?**  No;  Yes (If yes, provide the name of the certifying organization and the reason(s) given for denial, below. Attach copies of any relevant documents (letters, appeal documents, etc.).)

**17. Debarment: Is this company, or any other company owned in full or part by any of this company's owners and/or officers, currently prohibited from doing business with the State of Delaware (i.e., license revocation or denial)?**  No;  Yes.

**18. Is the Business certified as a M/W/BE with any other certifying agency? If yes, provide the name(s) of the certifying organization(s), below, and attach letters or other documents verifying such certification.**  
 No  Yes

Name	Date Certified	Expiration Date
a.		
b.		
c.		
d.		
e.		
f.		

**19a. Is the business classified as a small business as identified by The regulations specifying size standards and governing their use are set forth in Title 13, Code of Federal Regulations, part 121 (13 CFR part121), Small Business Size Regulations. For more information please visit <http://www.ccr.gov/SizeStandard.aspx>**  
 No  Yes

**19b. Is the business registered with the Central Contractor Registration [www.ccr.gov](http://www.ccr.gov) (Please provide proof of registration)**  
 No  Yes

**20. How did you hear about the Office of Minority and Women Business Enterprise:**

<input type="checkbox"/> OMWBE staff speak at an event sponsored by another organization	<input type="checkbox"/> OMWBE staff at a trade show or expo
<input type="checkbox"/> OMWBE's web site	<input type="checkbox"/> Materials published by OMWBE
<input type="checkbox"/> Referred by another organization	<input type="checkbox"/> Referred by the owner of an MBE or WBE
<input type="checkbox"/> Delaware state employee	<input type="checkbox"/> Other, please explain briefly:
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

## Optional Questions

You are not required to answer the following questions and the answers will not affect your company's eligibility for certification. However, the answers will help OMWBE to identify business opportunities that may be suited to your company. Answers may be estimated; exact figures aren't necessary.

<b>For all companies</b>
How many years has your company been conducting business with you as owner?
How many contracts, subcontracts, and/or sales has your company completed during the last 12 months?
What is the largest contract, subcontract, or sale your company completed in the past 24 months?
Has your company done any business with government? <input type="checkbox"/> No; <input type="checkbox"/> Yes
If yes, what level of government (check all that apply): <input type="checkbox"/> Federal; <input type="checkbox"/> State; <input type="checkbox"/> Local
Has your company done any business with government in the State of Delaware? <input type="checkbox"/> No; <input type="checkbox"/> Yes
Number of government contracts, subcontracts, or sales completed (estimate):
<b>For Construction-Related Companies Only (not including suppliers of construction materials)</b>
What is your company's bonding capacity? \$ _____ (indicate "unknown" if you do not know)
What % of your business is direct contracting?
What % of your business is subcontracting?

Updated 2/10

# State of Delaware Minority and/or Women Business Enterprise Affidavit

Hereafter, "the Business" refers to

---

Business Name

I understand the illegal nature of receiving public or private funds or other property as a consequence of false representation as to the minority and/or woman status of the business and do herein certify under penalty imposed by Delaware statutes that the information provided is correct and said information herein may be used for the purposes of certifying the business as a Minority and/or Women Business Enterprise. Any false representation will be grounds for denying certification or initiating decertification in the future.

I agree to make available for inspection to the MWBE office any such materials that may be required to substantiate the degree of minority and women ownership and control of the business. I agree to arrange for on-site inspections of the business' facilities in order to verify information provided in this document.

I agree to provide written information relative to any future change in ownership and/or management of the business to the MWBE office within two weeks of the occurrence of the change. I acknowledge that failure to timely submit required change of status documentation might result in the decertification of the business.

I understand that the certification expiration is three years following the initial date of certification. I further understand that the business must apply for recertification prior to the expiration.

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Type or Print Name of Owner

---

Signature of Owner

Date

---

Title

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_ a.d.

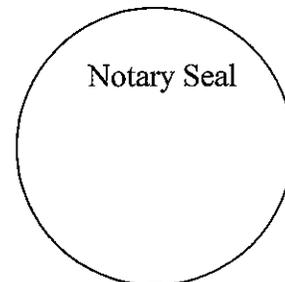
Month, Year

Signed \_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE

County of \_\_\_\_\_

State \_\_\_\_\_

My Commission Expires \_\_\_\_\_  
Date



October 27, 2010

Delaware MEP  
400 Stanton-Christiana Road - Suite A-158  
Newark, DE 19713

To Whom It May Concern:

Delaware Department of Education, Financial Reform Resources, School Transportation currently has the following procurement opportunity available and would appreciate your efforts in notifying Delaware companies who may be interested in reviewing the contract specifications and submitting a bid.

1. Contract Description: School Buses
2. Contact Person: Ron Love  
Phone No. (302) 735-4280
3. Contract No. ITB 2011-05
4. Bid Deadline: 3:00 p.m. local time, Wednesday, December 8, 2010
5. Bid Opening Location: Delaware Department of Education, 401 Federal Street, Suite 2, Dover, DE 19901.

**All bids must clearly display the contract number on the sealed envelope.**

Sincerely,

Emily M. Falcon Director, Financial Reform Resources