

**State of Delaware
Department of Education**

SCHOOL BUSES

**Invitation to Bid
Contract No. ITB DOE 2016-05**

November 2, 2015

**- Deadline to Respond -
December 8, 2015 3:00 P.M.
DEPARTMENT OF EDUCATION, CABINET ROOM**

CONTRACT NO. ITB DOE 2016-05

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for ITB DOE 2016-05. The invitation consists of the following documents:

INVITATION TO BID - CONTRACT NO. ITB DEPARTMENT OF EDUCATION 2016-05

- 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 - 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 2016-05, by **3:00 p.m. local time, Tuesday, December 8, 2015.**

Bids shall be submitted to:

Kim Wheatley
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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**Department of Education
Adult Education & School Supports Branch
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 materials 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 materials 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 materials 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 materials 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

GENERAL PROVISIONS

1. GENERAL INFORMATION:

This bid is for the purchase of up to 51 2016 model school buses of various passenger sizes, some with air conditioning, and some with lifts designed for special education, which have open certificates of origin.

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:

UNITS

Group # 1-Units #1-6
Group # 2-Unit #7
Group # 3-Unit #8
Group # 4-Units #9-10
Group # 5-Units #11-13
Group # 6-Units #14-15
Group # 7-Unit #16
Group # 8-Unit #17
Group # 9-Units #18-19
Group # 10-Unit #20
Group # 11-Units #21-22
Group # 12-Units #23-24
Group # 13-Unit #25
Group # 14-Units #26-28
Group # 15-Unit #29
Group # 16-Units #30-33
Group # 17-Units #34-41
Group # 18-Unit #42
Group # 19-Unit #43
Group # 20-Unit #44
Group # 21-Units #45-46
Group # 22-Unit #47
Group # 23-Units #48-50
Group # 24-Unit #51

DISTRICTS

Christina
Cape Henlopen
Christina
Christina
Cape Henlopen
Christina
Seaford
Seaford
Colonial
Colonial
Capital
Colonial
Colonial
Red Clay
Capital
Christina
Brandywine
Woodbridge
Capital
Red Clay
Red Clay
Brandywine
Red Clay
Colonial

2. BID PROPOSAL:

All bid proposals must be submitted in one (1) copy to the Department of Education, Room 252, Townsend Building in a sealed package on or before **3:00 P.M., local time, Tuesday, December 8, 2015**. At this time, the sealed bids will be opened and recorded in the **Cabinet Room of the Townsend Building**, 401 Federal Street, Dover, DE 19901. No bids received after this time will be accepted for consideration.

This package must be clearly labeled "ITB DOE 2016-05" on the outside of the sealed envelope. The offerer is responsible for ensuring that the sealed bid proposal be delivered on time. It is recommended that the proposal be delivered through a special carrier service such as UPS or FedEx. Be advised that if a proposal is sent via the U.S. Postal Service, allow at least one additional day for an item to be delivered to the Department of Education Business Office.

The proposal must be sent to the attention of:

**Kimberly Wheatley
Director, Finance Office
Department of Education
401 Federal Street, Suite #2
Dover, DE 19901
Phone: 302 735-4040**

SPECIAL PROVISIONS AND SPECIFICATIONS

1. CONTRACT AWARD:

The Department of Education reserves the right to accept or reject any and all bids for cause or if it is considered to be in the best interest of the State and to waive technicalities on the bids. Recommendations for contract award will be made by the Associate Secretary, Adult Education and School Supports to the Secretary of Education. It is expected that the contract will be awarded no later than January 9, 2016. The Department of Education may extend the time and place for opening the bids from that described above on not less than two (2) calendar day notice by certified delivery, facsimile machine, or other electronic means to those vendors who obtained copies of the bid specifications or description.

2. CONTRACT PERIOD:

The contract will be for one (1) year from December 8, 2015 through December 7, 2016.

3. PRICES:

Prices will remain firm for the term of the contract.

4. PRICE ADJUSTMENT:

If agreement is reached to extend the contract for an additional optional year, the DEPARTMENT OF EDUCATION shall have 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 the renegotiation.

5. 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.

6. 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.)

7. TERMINATION FOR CAUSE:

The DEPARTMENT OF EDUCATION may terminate the contract at any time during the contract period for just cause, provided that five (5) days written notice shall be given to the vendor before such termination shall take effect. The term: "just cause" as used in this section shall be deemed to include, but not be limited to, failure of the vendor to comply with the provisions of the contract.

8. FUNDING OUT:

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

9. 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.

9. BASIS OF AWARD:

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

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 1104, 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.

10. STATE OF DELAWARE BUSINESS LICENSE:

Prior to receiving an award, the successful vendor shall either furnish the Delaware Department of Education with proof of a State of Delaware Business License 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 St., 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.

11. 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 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 in the specified Agreement.

12. 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.

13. EXCEPTIONS:

Bidders may elect to take minor exceptions to the terms and conditions of this ITB DOE 2016-05 . The Delaware Department of Education shall evaluate each exception according to the intent of the terms and conditions contained herein, but the Department of Education 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 bid opening.

14. 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.

15. ORDERING PROCEDURE:

All buses must be constructed and equipped to meet **Delaware Department of Education Regulation 1104, Standards for School Buses placed in production on or after January 1, 2012 (Terminology and School Bus Types are Those Described in the National School Transportation Specifications and Procedures (NSTSP), May 2010-** available at <http://www.ncstonline.org>) including the changes which are noted in paragraph 14, and all Federal regulations relating to these school buses. Delaware Department of Education Regulation 1104 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 1104.**

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 Delaware Department of Education reserves the right to accept any combination of bids and options or reject the same.

The Delaware 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.

16. SCHEDULE FOR PERFORMANCE OF WORK:

The units are expected to be delivered on or before August 15, 2016. 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. See also Paragraph 18.

Buses will be delivered to the district specified on page 5. **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.

17. TIME OF PERFORMANCE:

The services of the Contractor are to commence after receipt of the purchase order, and shall be undertaken and completed in such a sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event all of the services required hereunder shall be completed no later than the time periods set out in any schedule contained in the project Scope of Work. Any such schedule shall be maintained by the Contractor unless amended, in writing, by both sides.

18. 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 bidder shall pay to the Department the amount of monies detailed below:

If delivered between August 16 and October 1, 2016 liquidated damages will be in amount of \$75.00 per working day. If delivered October 1, 2016 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, 2016 relative to delivery.

19. CONTRACTOR RESPONSIBILITY:

The State shall enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this ITB.

20. 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.

21. PAYMENT:

The Department of Education will authorize and process for payment each invoice within thirty (30) days after the date of receipt of correct invoice. The school districts or contractors will pay for optional packages and items.

22. CHANGES:

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the scope of work. Such changes which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Contract.

23. REMEDIES:

Except as otherwise provided in the contract, all claims, counterclaims, disputes, and other matters in question between the State and the Contractor arising out of, or relating to, this contract, or a breach of it will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

24. BID/CONTRACT EXECUTION:

Both the non-collusion statement that is enclosed with this ITB and the contract form delivered to the successful bidder for signature **MUST** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, DEPARTMENT OF EDUCATION.

26. ITB DOCUMENTS:

The Invitation to Bid, General Information, the Special Provisions and Specifications, Proposal Evaluations Procedures, No Bid Reply Form, Non-Collusion Statement, and Bid Quotations shall be a part of and constitute the entire agreement entered into by the State of Delaware and any bidder.

27. 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.

28. OTHER DOCUMENTATION

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." Unit 42 title applications and c.o.'s shall state "Woodbridge School District."**

TECHNICAL SPECIFICATIONS

1. School bus basic package for this bid:

Chassis:

- **In-line, six cylinder diesel engines for all buses except Units 48-50.**
- **Units 48-50 (Propane) shall have tanks with a minimum usable capacity of 67 gallons.**
- 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 buses.
- Tire Treads- **Steering tread on front tires and mud and snow tread 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 26-28, 44-46, and 48-50. Use “CAPE HENLOPEN SCHOOL DISTRICT” for Unit 42.
- The child reminder system shall be armed when the warning system master switch is turned on and the Red warning lights are activated.
- **A storage compartment with a closeable door and minimum capacity of 500 cu. in. located in the driver compartment area shall be provided.**

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.

2. Air Conditioned School Buses:

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

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 and locations identified 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
- **Air dryer (Midland Pure Air or equal)**

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)

Option Package H:

- First three (3) rows of seats **(or as specified in the unit descriptions or diagrams)** equipped with C.E. White Integrated Seats or equivalent.

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 manufacturers’ warranties. **Bid submissions shall include warranty statements and warranties shall be included in materials provided on bus delivery.**

BID QUOTATION REPLY SECTION

ITB DOE 2016-05

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 2016-05 to Delaware Department of Education, Adult Education & School Supports Branch, School Transportation by **3:00 p.m. Wednesday, December 8, 2015** at which time bids will be opened.

Bids shall be submitted to:

Kim D. Wheatley
Director, Finance Office
Department of Education
Townsend Building
401 Federal Street, Suite 2
Dover, DE 19901

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 #1-6 – Christina - 6 units

36 passenger school buses, Special Ed

Option Packages: C, D and H

UNIT #7 – Cape Henlopen - 1 unit

36 passenger school bus with air conditioning, Special Ed

Option Packages: A and H (All seats)

UNIT #8 – Christina- 1 unit

48 passenger school bus with air conditioning, Special Ed

Option Package: H

UNITS #9-10 - Christina - 2 units

48 passenger school buses with lift, Special Ed

Option Packages: B, C, D and H

UNITS #11-13 - Cape Henlopen - 3 units

48 passenger school buses with air conditioning, Special Ed

Option Packages: A and H

UNITS #14-15 - Christina - 2 units

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

Option Packages: B and H

UNIT #16 – Seaford - 1 unit

60 passenger school bus with rear lift, Special Ed

Option Packages: C, D and H

UNIT #17 – Seaford - 1 unit

60 passenger school bus with front lift and air conditioning, Special Ed

Option Packages: None

UNITS #18-19 - Colonial - 2 units

60 passenger school buses with lift, Special Ed

Option Packages: A, B, C, E, F and H

UNIT #20 – Colonial - 1 unit

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

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

UNITS #21-22 - Capital - 2 units

60 passenger school buses with lift and air conditioning, Special Ed

Option Packages: A, B, and H

UNITS #23-24 – Colonial - 2 units

66 passenger school buses with lift, Special Ed

Option Packages: A, B, C, E, F and H

UNIT #25 – Colonial - 1 unit

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

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

UNITS #26-28 – Red Clay - 3 units

72 passenger school buses

Option Packages: C and D

UNIT #29 – Capital - 1 unit

72 passenger school bus

Option Packages: A

UNITS #30-33 – Christina - 4 units

72 passenger school buses

Option Packages: C and D

UNITS #34-41 – Brandywine - 8 units

72 passenger school buses

Option Packages: C and D

UNIT #42– Woodbridge - 1 unit

72 passenger school bus

Option Packages: None

UNIT #43 – Capital - 1 unit

72 passenger school bus with air conditioning, Not Special Education

Option Packages: A and H

UNIT #44 – Red Clay - 1 unit

72 passenger school buses with lift, Special Ed. (see diagram for seating)

Option Packages: C, D and H

UNITS #45-46 – Red Clay - 2 units

72 passenger school buses with lift and air conditioning, Special Ed. (see diagram for seating)

Option Package: H

UNIT #47 – Brandywine - 1 unit

72 passenger school bus with lift and air conditioning, Not Special Ed (see diagram for seating)

Option Package: H (First 5 rows of seats)

UNITS #48-50 – Red Clay - 3 units

72 passenger school buses, propane fuel

Option Packages: C and D

UNIT #51 – Colonial - 1 unit

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

Option Packages: A, B, E, F, G and H (All seats)

BID SHEET

**ITB DOE 2016-05
6 UNITS**

UNITS #1-6 – Christina

NEW 2016 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 2016-05
1 UNIT**

UNIT #7 – Cape Henlopen

**NEW 2016 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 2016-05

1 UNIT

UNIT #8 – Christina

**NEW 2016 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

Zip

BID SHEET

**ITB DOE 2016-05
2 UNITS**

UNITS #9-10 – Christina

**NEW 2016 MODEL 48 PASSENGER SCHOOL BUSES WITH LIFT (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 2016-05
3 UNITS**

UNITS #11-13 – Cape Henlopen

**NEW 2016 MODEL 48 PASSENGER SCHOOL BUSES 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 2016-05
2 UNITS**

UNITS #14-15 – Christina

**NEW 2016 MODEL 48 PASSENGER SCHOOL BUSES 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 2016-05

1 UNIT

UNIT #16 – Seaford

NEW 2016 MODEL 60 PASSENGER SCHOOL BUS WITH REAR LIFT, (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 2016-05
1 UNIT**

UNIT #17 – Seaford

**NEW 2016 MODEL 60 PASSENGER SCHOOL BUS WITH FRONT 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 2016-05
2 UNITS**

UNITS #18-19 – Colonial

**NEW 2016 MODEL 60 PASSENGER SCHOOL BUSES WITH LIFT, (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 2016-05
1 UNIT**

UNIT #20 – Colonial

**NEW 2016 MODEL 60 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 2016-05
2 UNITS**

UNITS #21-22 – Capital

**NEW 2016 MODEL 60 PASSENGER SCHOOL BUSES 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 2016-05
2 UNITS**

UNITS #23-24 – Colonial

**NEW 2016 MODEL 66 PASSENGER SCHOOL BUSES WITH LIFT, (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 2016-05
1 UNIT**

UNIT #25 – Colonial

**NEW 2016 MODEL 66 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 2016-05
3 UNITS**

UNITS #26-28 – Red Clay

NEW 2016 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 2016-05

1 UNIT

UNIT #29 – Capital

NEW 2016 MODEL 72 PASSENGER SCHOOL BUS, 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 2016-05
4 UNITS**

UNITS #30-33 – Christina

NEW 2016 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 2016-05
8 UNITS**

UNITS #34-41- Brandywine

NEW 2016 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 2016-05
1 UNIT**

UNIT #42 – Woodbridge

NEW 2016 MODEL 72 PASSENGER SCHOOL BUS, 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 2016-05
1 UNIT**

UNIT #43 – Capital

NEW 2016 MODEL 72 PASSENGER SCHOOL BUS WITH AIR CONDITIONING, (NOT 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 2016-05
1 UNIT**

UNIT #44- Red Clay

**NEW 2016 MODEL 72 PASSENGER SCHOOL BUS WITH LIFT, (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 2016-05
2 UNITS**

UNITS #45-46– Red Clay

**NEW 2016 MODEL 72 PASSENGER SCHOOL BUSES 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 2016-05
1 UNIT**

UNIT #47 – Brandywine

NEW 2016 MODEL 72 PASSENGER SCHOOL BUS WITH LIFT AND AIR CONDITIONING, (NOT 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 2016-05
3 UNITS**

UNITS #48-50 – Red Clay

**NEW 2016 MODEL 72 PASSENGER SCHOOL BUSES, PROPANE FUEL, 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 2016-05

1 UNIT

UNIT #51– Colonial

**NEW 2015 MODEL 84 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

NO BID REPLY FORM

ITB DEPARTMENT OF EDUCATION BID TITLE: Department of Education (DEPARTMENT OF EDUCATION) for Science Materials Transportation Services

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but do not wish to bid, state their reason(s) below and return in the enclosed envelope. This information will not preclude receipt of future invitations unless you request removal from the Bidder's List by so indication 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 company.

_____ 5. We do not wish to provide services to the State. Our objections are: _____

_____ 6. We do not provide the services requested.

_____ 7. Other:

Firm

Signature

_____ We wish to remain on the Bidder's List for this service.

_____ We wish to be deleted from the Bidder's List for this service.

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 proposal submitted this date to the Department of Education.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal 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, Department of Education.

Name of Bidder _____

Name of Authorized Representative _____
(Please type or print)

Signature _____

Title _____

Address of Bidder _____

Phone Number _____

If awarded the contract, Purchase Orders should be sent to:

Company Name _____

Address _____

Contact _____

Phone Number _____

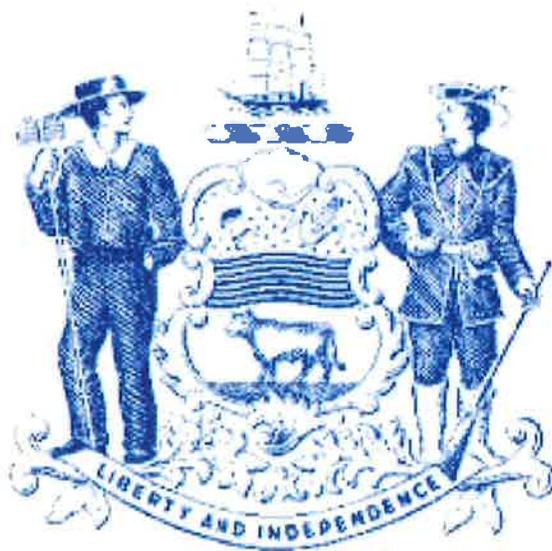
Federal E.I. Number _____

State of Delaware License Number _____



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

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 (DeIDOT), 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	
Optional Information – Please read below for advantages of tax document submission*					
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**

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
- 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.**

1. Business Name(s), Contact Information, Federal Employee Identification Number or Social Security Number(FEIN/SSN)				
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"/>		<input type="checkbox"/>		<input type="checkbox"/>
Partnership	<input type="checkbox"/>	LLP**	<input type="checkbox"/>	Sole Proprietor
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>			
If you are a non profit please discontinue completing the application. You must be a for profit business.				
Date firm was established?				
Date firm began doing business (date of first contract or sale)				

* Limited Liability Corporation

** Limited Liability Partnership

2. Primary owner applicant information				
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				

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:
------------------	-----------------

11. Number of employees

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)			

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 (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:

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.

For all companies
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):
For Construction-Related Companies Only (not including suppliers of construction materials)
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?

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.

Type or Print Name of Owner

Signature of Owner

Date

Title

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

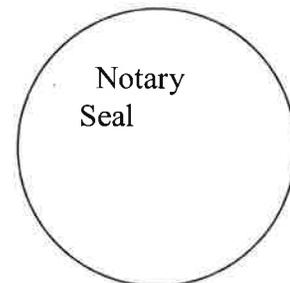
Month, Year

Signed _____
NOTARY PUBLIC IN AND FOR THE

County of _____

State _____

My Commission Expires _____
Date

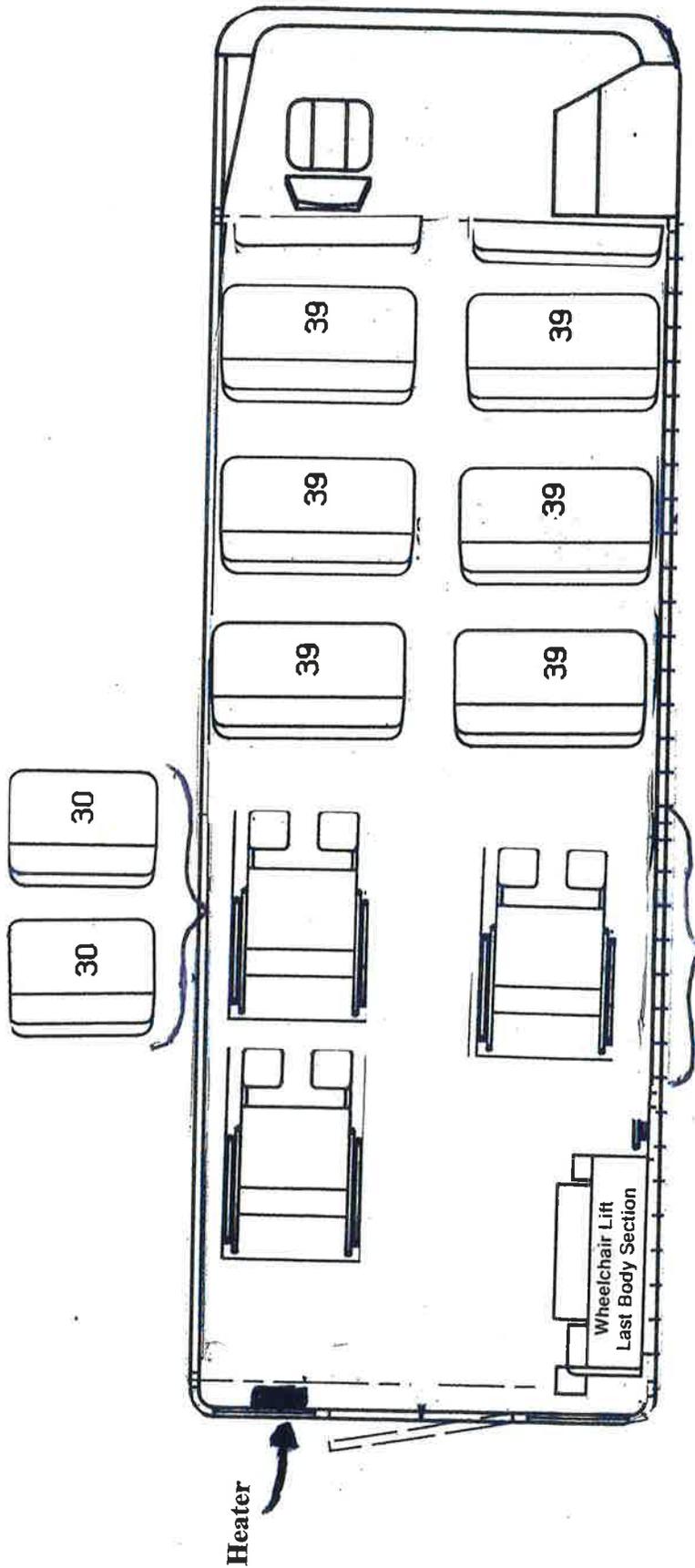


Christina School District

Units # 9-10

48 Passenger Buses (Approx. 193" W.B.) with Lift

30" seats mounted over W/C station



3 Rows with Integrated Seats

All Seats shall have Lap/Shoulder Belts and LATCH

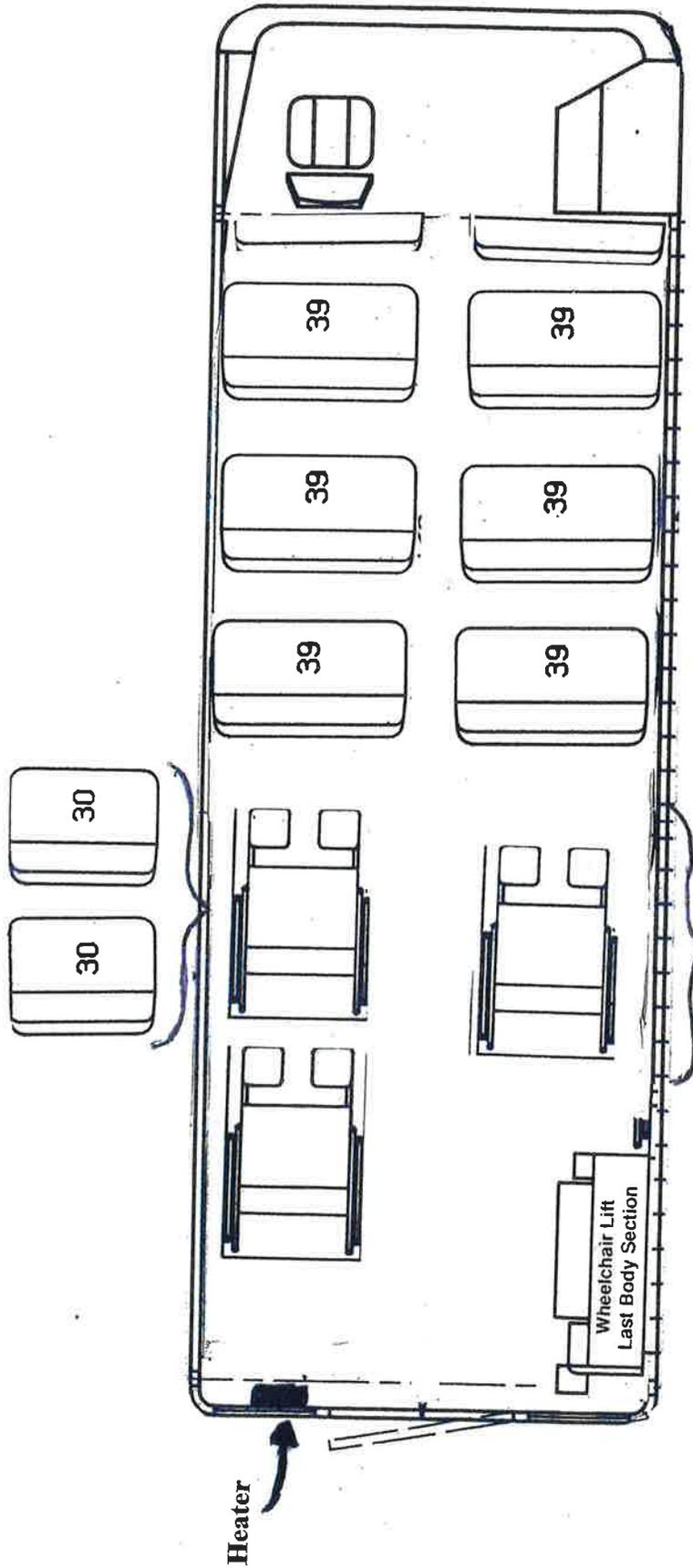
30" seats mounted over W/C station

Christina School District

Units # 14-15

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

30" seats mounted over W/C station



3 Rows with Integrated Seats

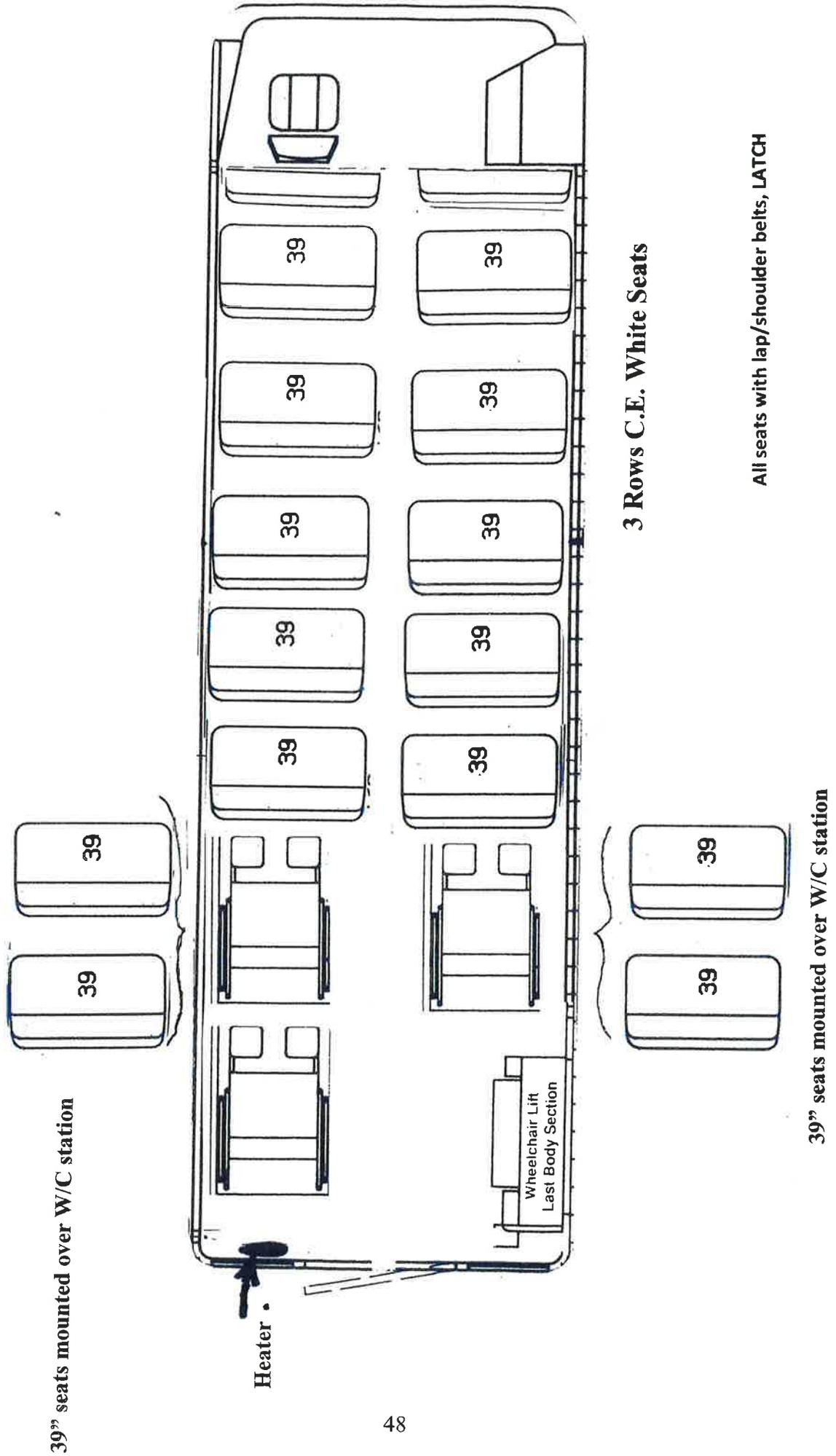
All Seats shall have Lap/Shoulder Belts and LATCH

30" seats mounted over W/C station

Seaford School District

Unit # 16

60 Passenger Bus (Longest W.B. for Body) with Lift



39" seats mounted over W/C station

3 Rows C.E. White Seats

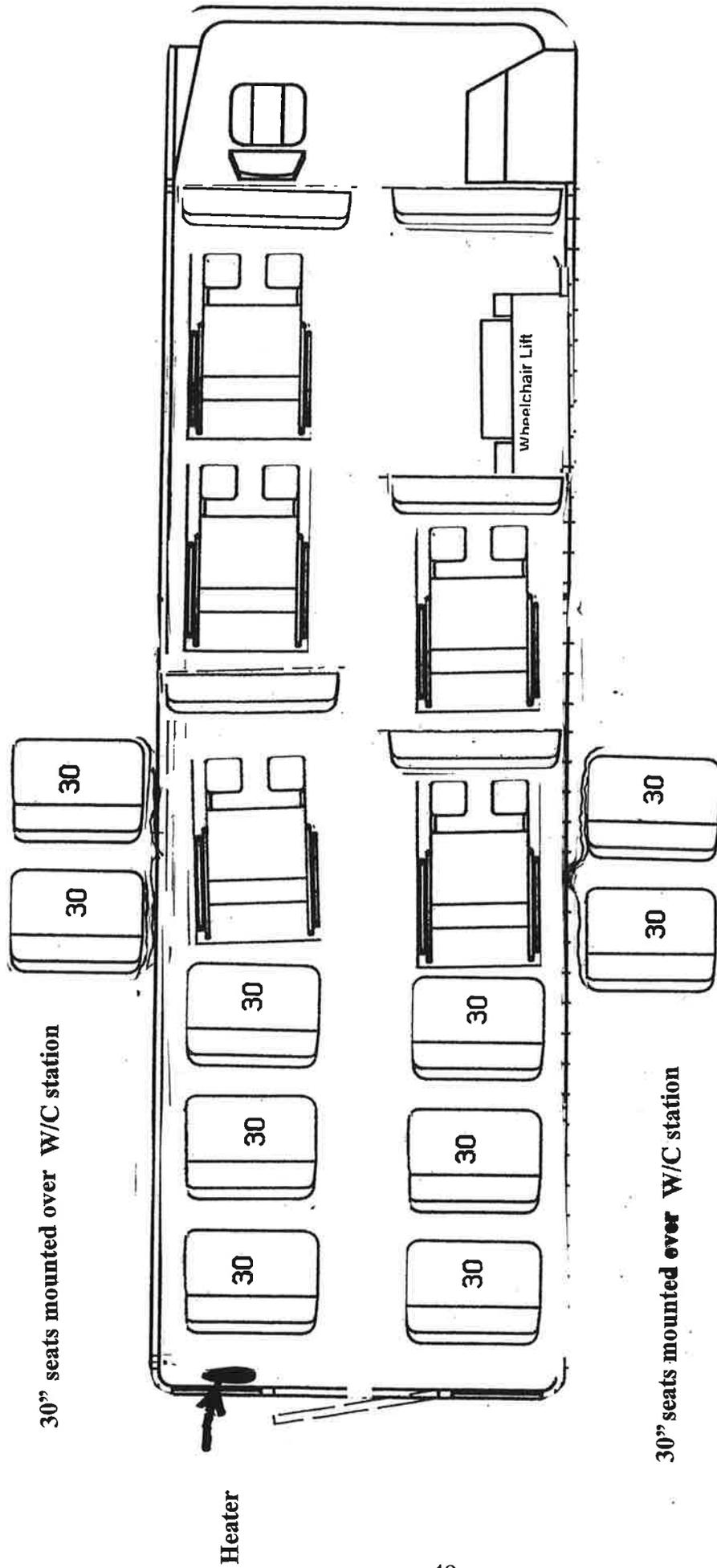
All seats with lap/shoulder belts, LATCH

39" seats mounted over W/C station

Seaford School District

Unit # 17

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



Heater

30" seats mounted over W/C station

30" seats mounted over W/C station

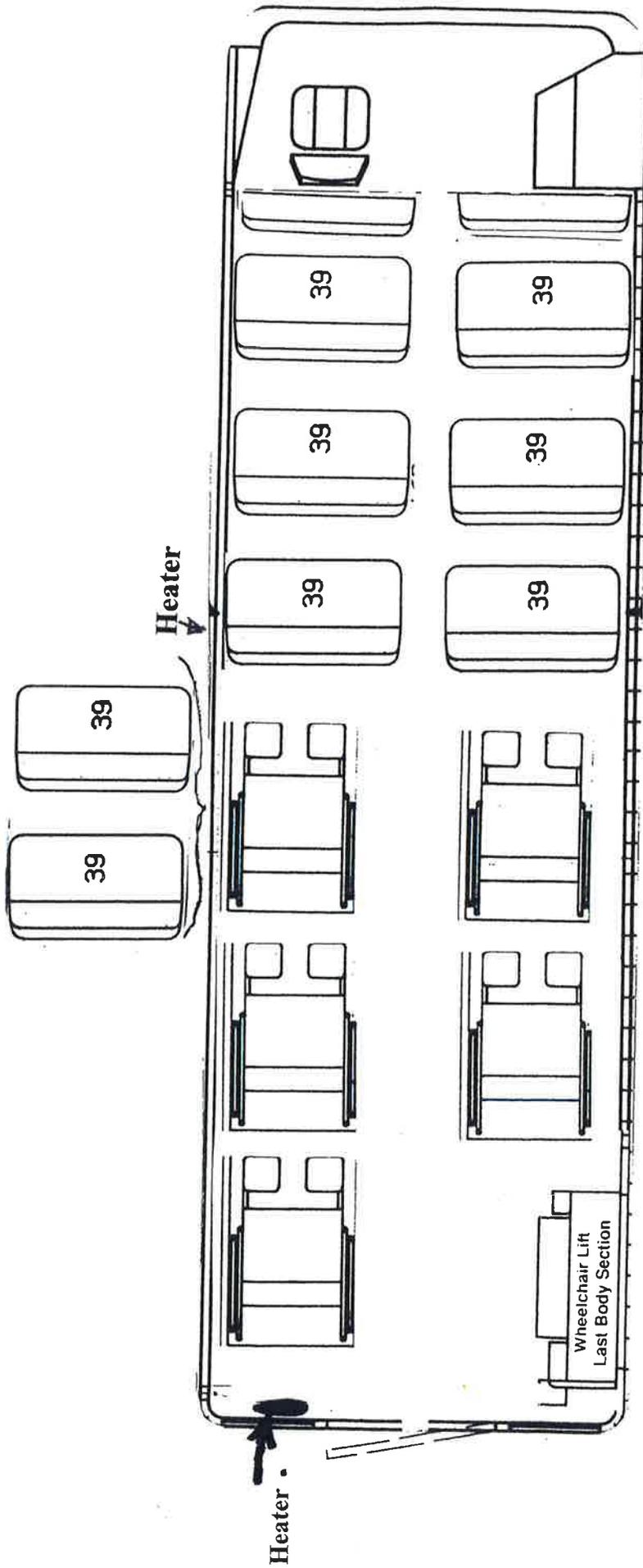
All seats with lap/shoulder belts, LATCH

Colonial School District

Unit # 20

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

39" seats mounted over W/C station



3 Rows C.E. White Seats

All seats with lap/shoulder belts, LATCH

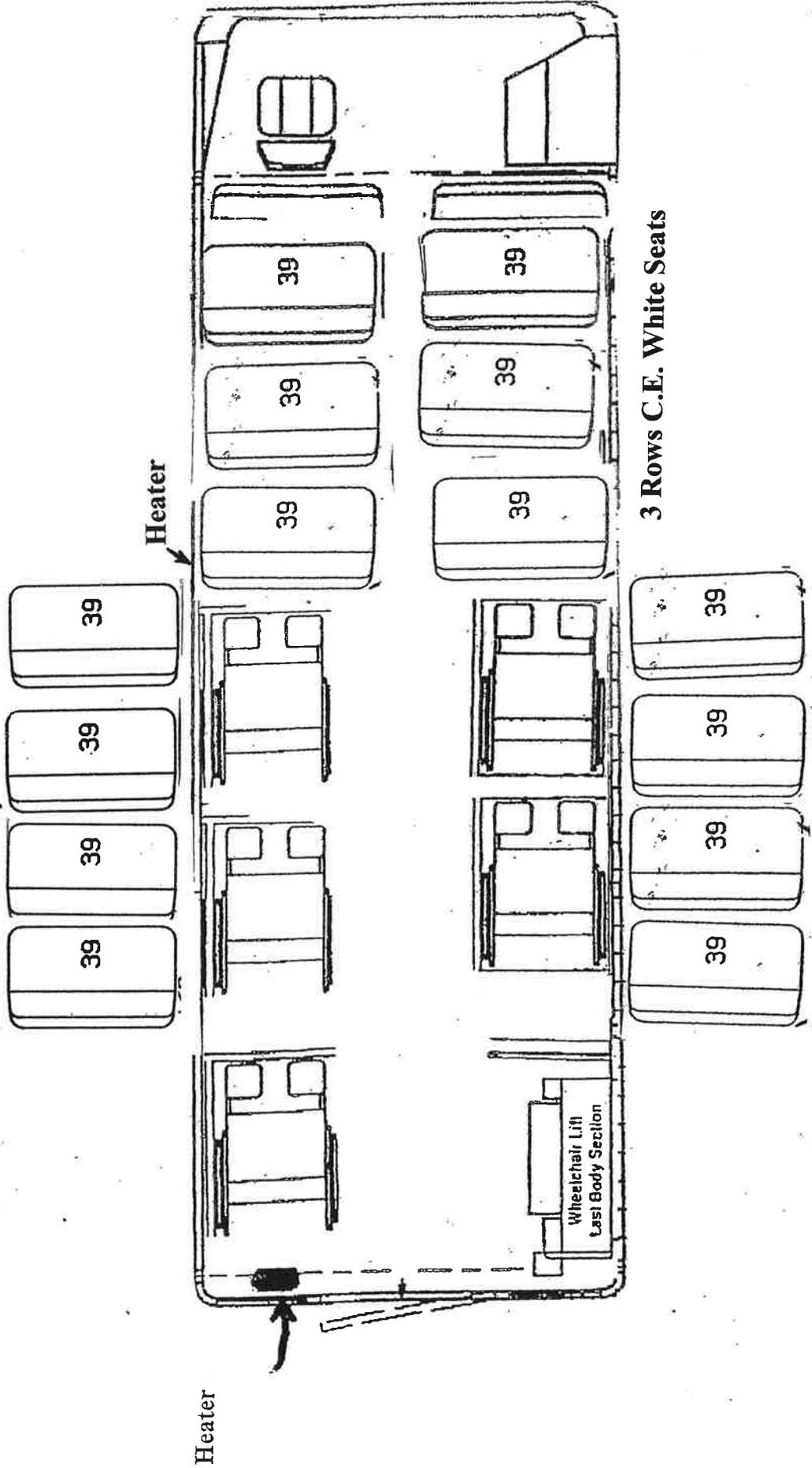
39" seats mounted over W/C station

Colonial School District

Units # 18-19

60 Passenger School Buses (Longest W.B. for Body) with Lift

39" seats mounted over W/C stations



39" seats mounted over W/C stations

3 Rows C.E. White Seats

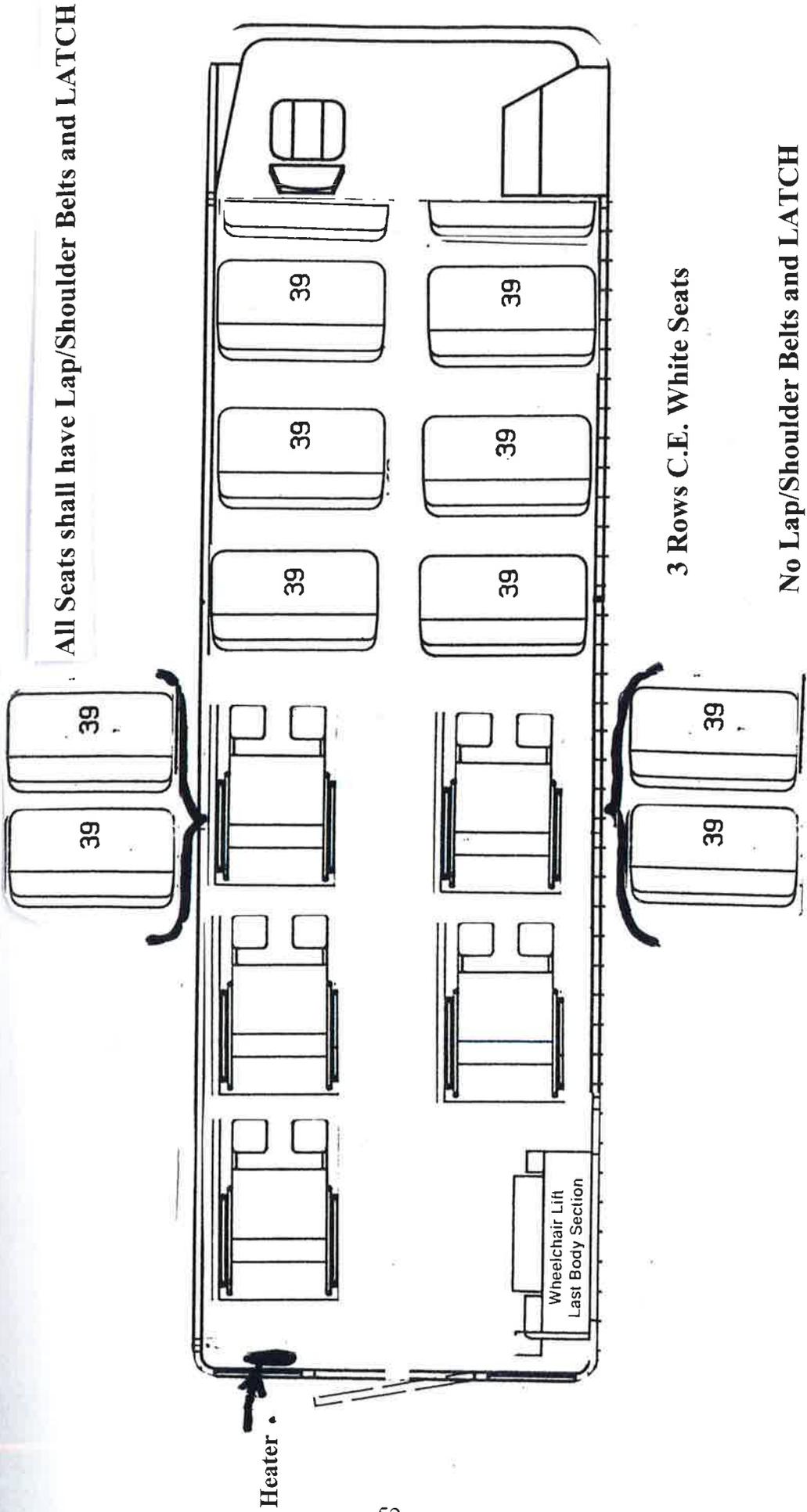
All Seats shall have Lap/Shoulder Belts and LATCH

Capital School District

Units # 21-22

60 Passenger School Buses (Longest W.B. for Body) with Lift and A/C

39" seats mounted over W/C station

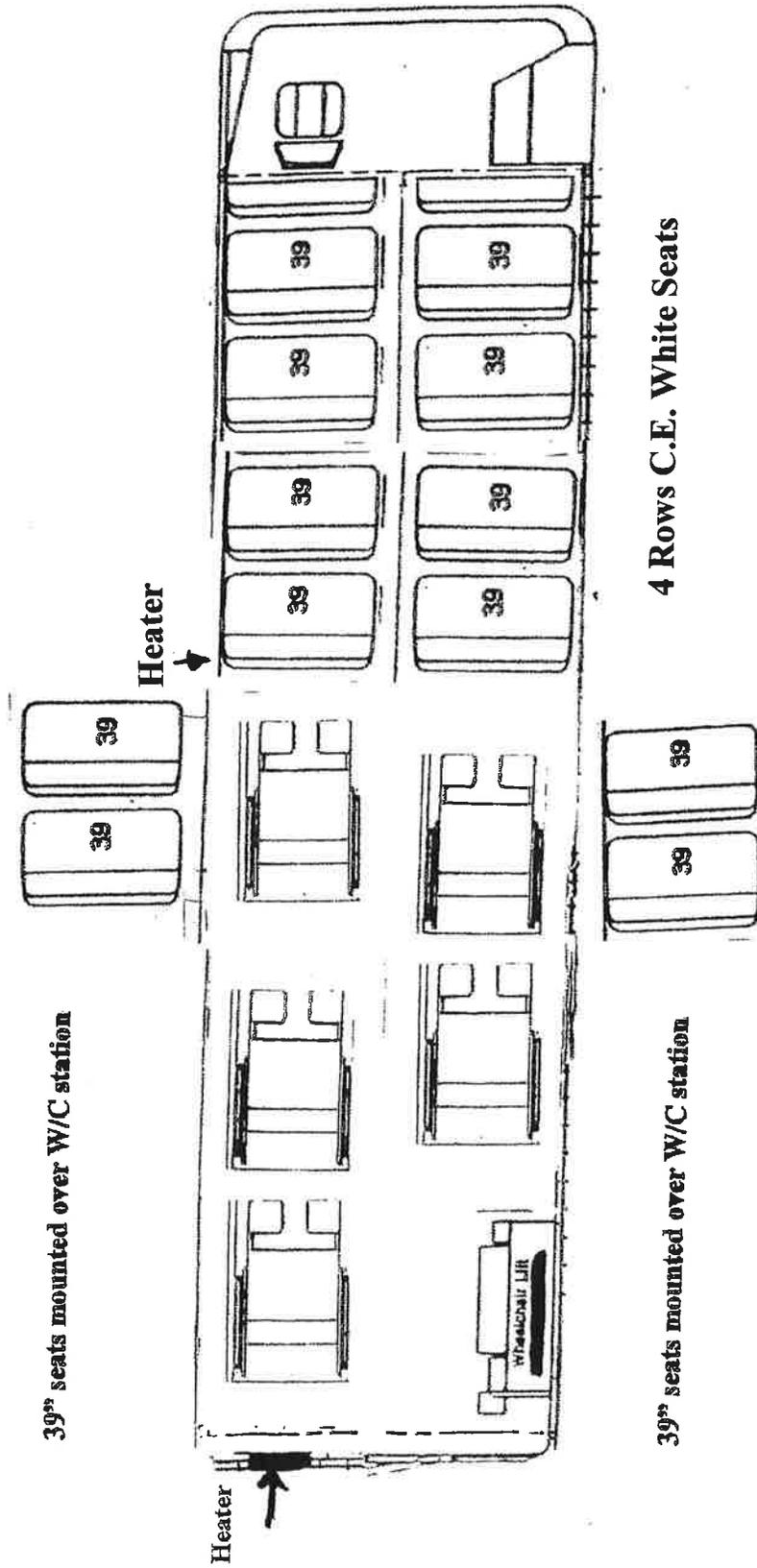


39" seats mounted over W/C station.

Colonial School District

Units # 23-24

66 Passenger School Buses (Longest W.B. for Body) with Lift

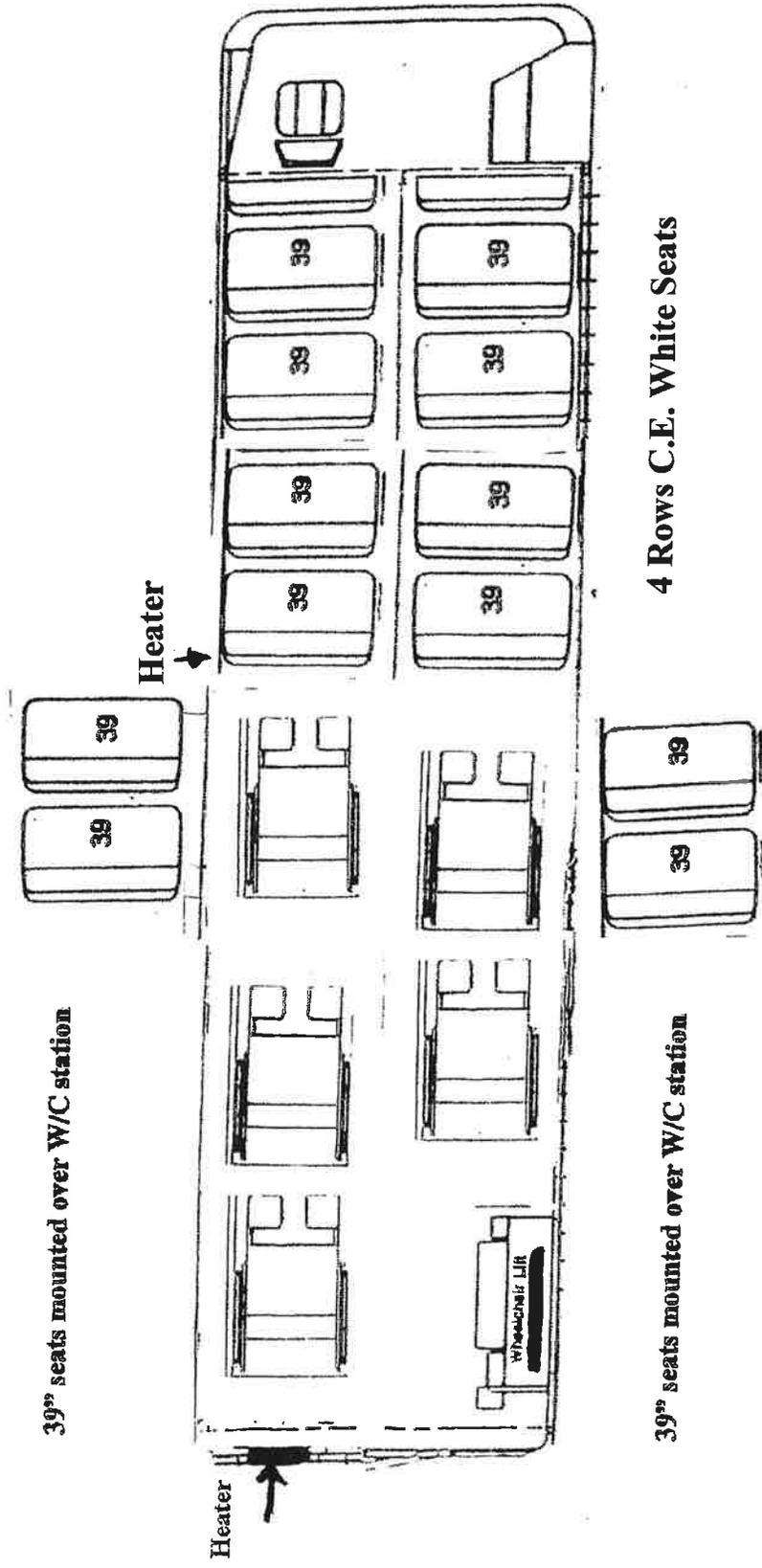


All seats with lap/shoulder belts, LATCH

Colonial School District

Unit # 25

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



39" seats mounted over W/C station

39" seats mounted over W/C station

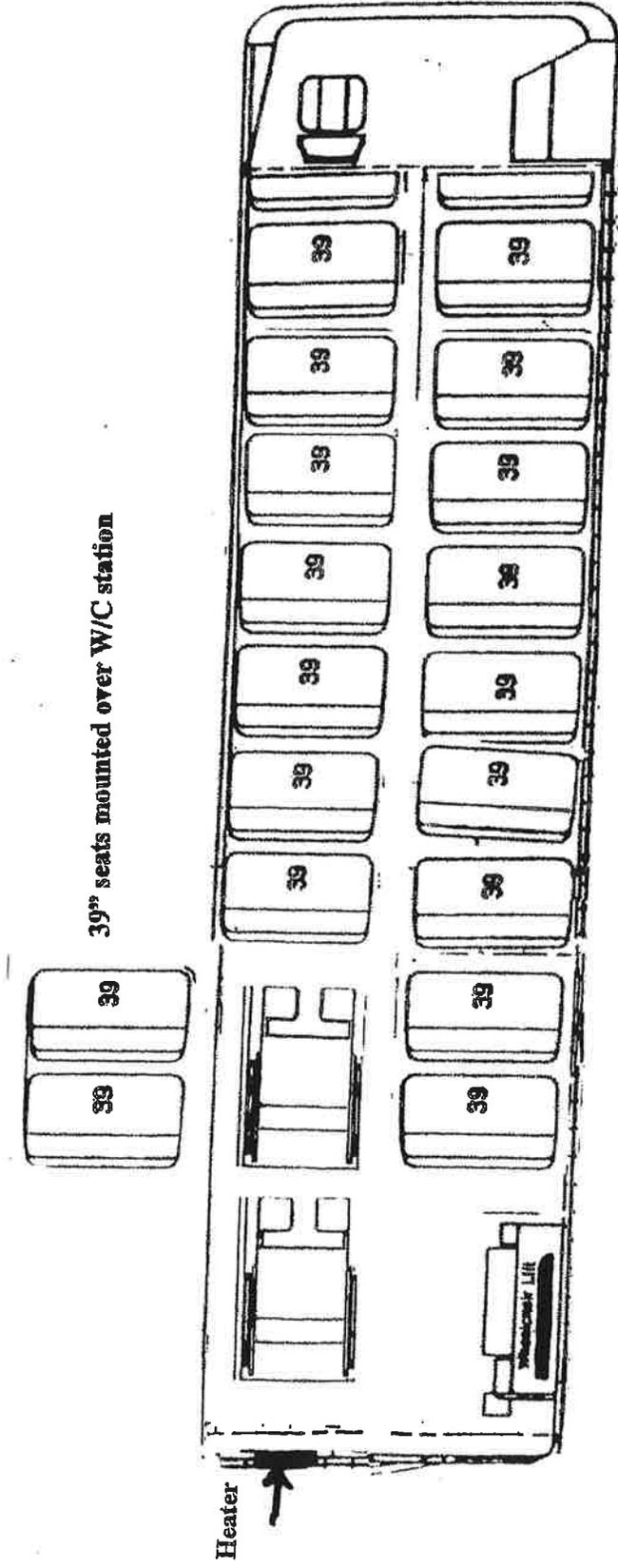
4 Rows C.E. White Seats

All seats with lap/shoulder belts, LATCH

Red Clay Consolidated School District

Unit # 44

72 Passenger School Bus (Longest W.B. for Body) with Lift



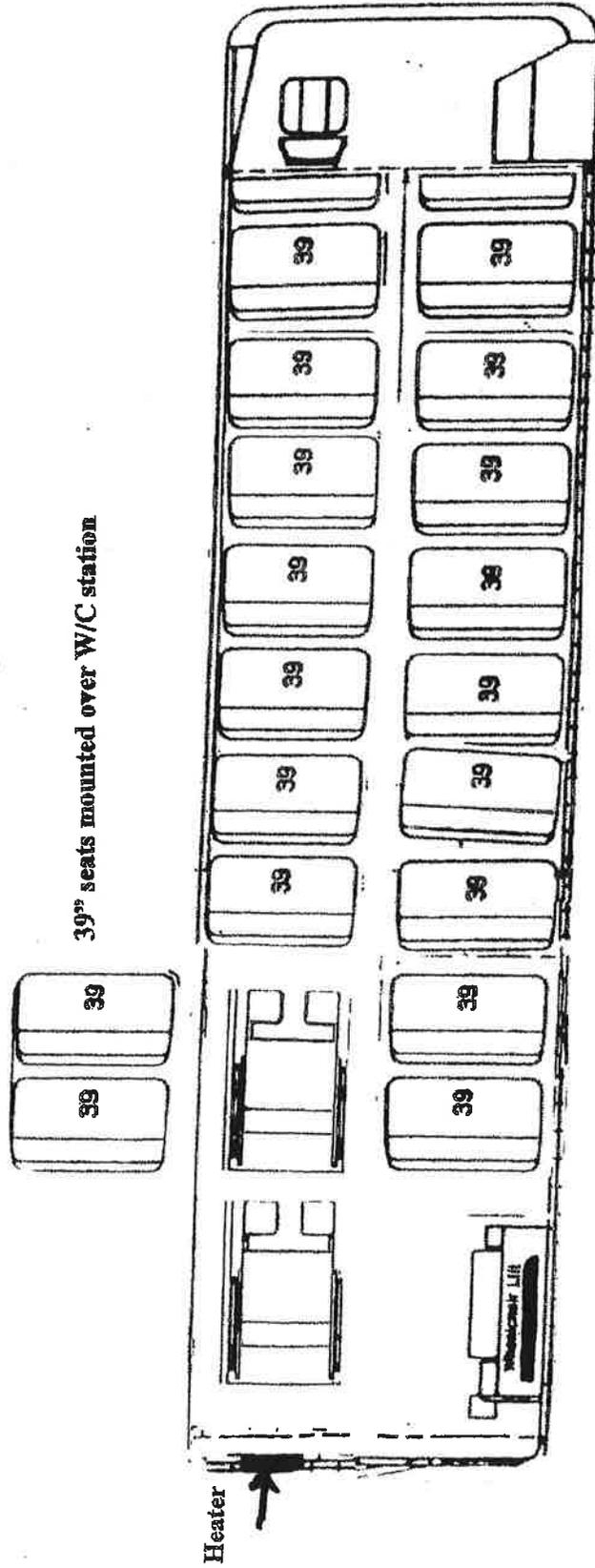
3 Rows C.E. White Seats

All Seats shall have Lap/Shoulder Belts and LATCH

Red Clay Consolidated School District

Units # 45-46

72 Passenger School Buses (Longest W.B. for Body) with Lift and A/C



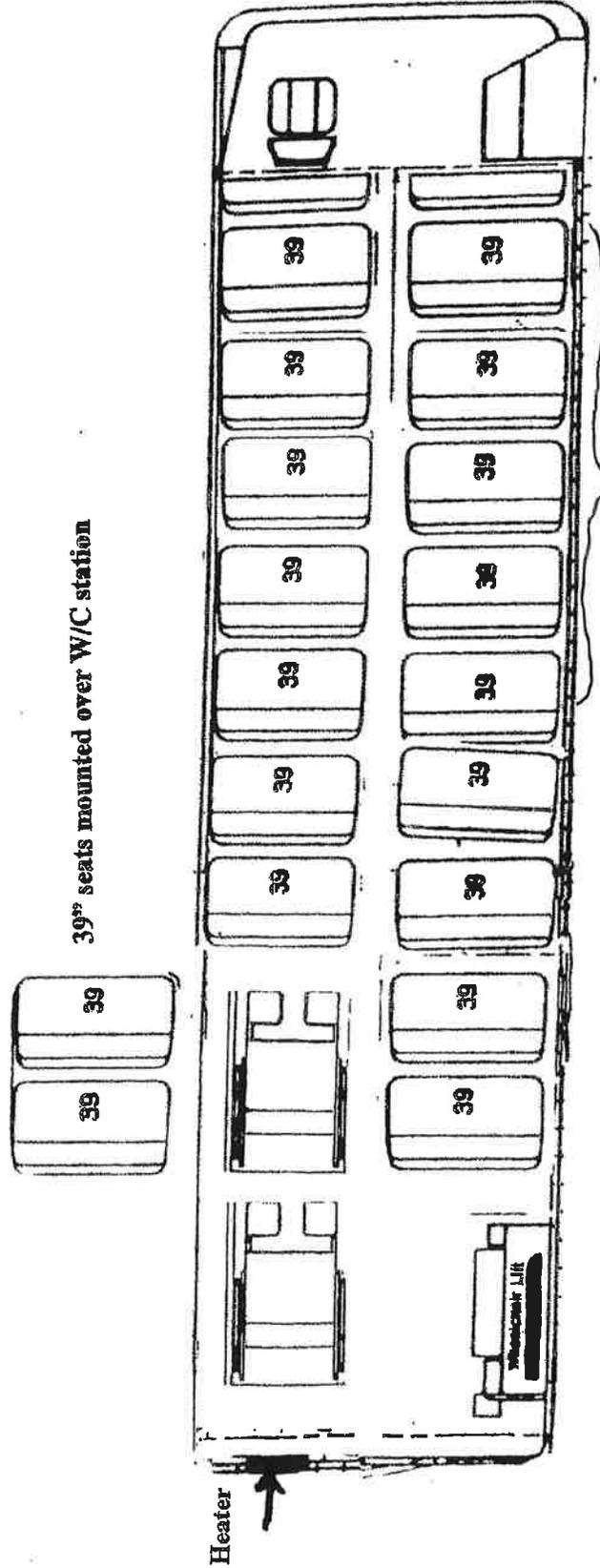
3 Rows C.E. White Seats

All Seats shall have Lap/Shoulder Belts and LATCH

Brandywine School District

Unit # 47

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



5 Rows C.E. White Seats

Not Special Education

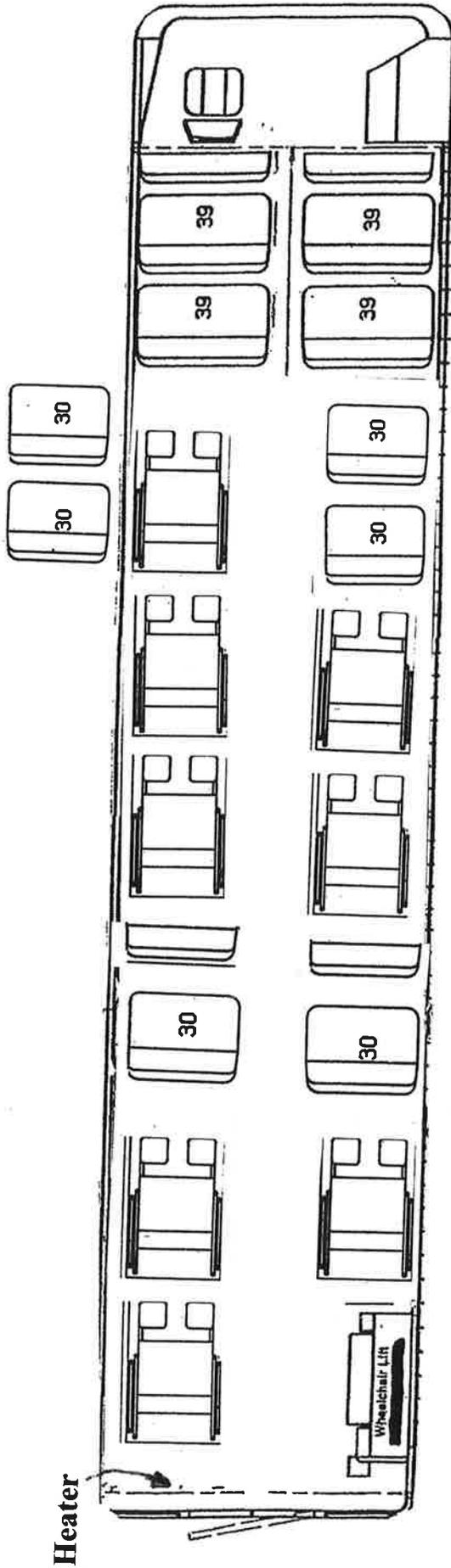
No Lap/Shoulder Belts and LATCH

Colonial School District

Unit # 51

84 Passenger Bus, Type D, Front Engine, (Longest W/B for Body)
with Lift and A/C

30" seats mounted over W/C station



All Seats including Seats over W/C Positions shall be C.E. White

All Seats shall have Lap/Shoulder Belts and LATCH