



Oneida Special School District

Department of Finance

Dr. Jeanny Phillips | Director of Schools
Zacch Brown | Assistant Director of Schools
Allison Mays | Finance Director

OSSD Central Office
195 N. Bank St.
Oneida, TN 37841
(423) 569-8912 Fax (423) 569-2201

Invitation for Bids

PROJECT: [Gooseneck Trailer](#)

PROPOSAL DEADLINE: [March 27, 2025 | 12:00pm](#)

The Oneida Special School District Finance Department is requesting proposals for the project listed above in [blue](#). Sealed bids will be received until the date/time listed above in [red](#) and will be opened in a public meeting at the Central Office Annex at that time. The OSSD reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of OSSD. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. Meet or exceed the minimum requirements specified;
2. Furnish all documents requested by the representative of the OSSD Finance Department prior to and following the bid opening;
3. Submit their completed bid prior to the bid opening date and time;
4. Have the project name placed on the outside lower left corner of the sealed envelope containing the bid proposal. Facsimile proposals will not be considered.

AWARD

An official letter and purchase order from the OSSD Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Payment will not be made until the project is inspected and approved as meeting all specifications by the OSSD Finance Department.

Lowest and/or best bid will be awarded.

OTHER CONSIDERATIONS

The OSSD Finance Department reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

INSTRUCTIONS TO BIDDERS

All proposals are to be made on the proposal form provided. Bids must be delivered by mail service in a sealed envelope marked on the outside lower left corner with the project name. Bids will be received and opened on the date listed on the cover page at the OSSD Central Office Annex building located at 476 Church Avenue, Oneida, TN 37841. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

Proposals are to be made complete in every detail as required and called for by said proposal form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and proposal form furnished by the Finance Department may be rejected as informal.

The submission of a proposal will signify that the bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Finance Department reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Finance Department in their best interest to do so.

Bids will be good through calendar year ending December 31, 2025. The OSSD Finance Department reserves the right to make additional purchases at the accepted bid price through December 31, 2025.

BIDDING PROCEDURES

Award of Contract: The owner (Oneida SSD) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oneida SSD may conduct such investigations, as it deems necessary, to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oneida SSD. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Price will be the primary factor when determining the successful bidder assuming all bid specifications are met. Oneida SSD does not enter into contracts that provide for mediation or arbitration. The owner (Oneida SSD) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non- responsive, or conditional bids.

Bid Document: For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the date and time as set forth in the "bid invitation."

Errors in Bids: When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

Facsimile transmissions: Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Hold Harmless Agreement: Bidders shall be required to complete the attached Hold Harmless Agreement.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

Legal Issues: Contracts with Oneida SSD will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Scott County. Bids will be denied if these provisions are not included in the contract.

No Contact Policy: To assure that proposers receive uniform responses to questions, and to maintain the integrity of the process, the School Board maintains a "No Contact Policy" during the selection process. The No Contact Policy prohibits any officer, employee, representative or agent of any proposer or any firm affiliated with the proposer from initiating any contact regarding the Project with any director, board or staff member of the School Board or the Project Architect between the date of this RFP and the date when the selection is made. Questions to the School Board staff member(s) designated above seeking answers to questions about or clarification of the information contained in this Request for Proposals are not prohibited by this policy, but are subject to the limitations set forth above.

Non-Collusion Affidavit: Bidder shall be required to complete the attached Non-Collusion Affidavit.

Other Consultants: The School Board will determine if additional consultants are necessary in addition to the project architect and his/her consultants.

Payments: Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Oneida SSD Finance Department discourages the practice of picking up checks in person, unless there is an emergency situation.

Sub-contracts: The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

Subcontractors and employees: If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

Taxes: Oneida SSD is tax exempt.

Tie Bids: If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the owner.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race,

color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oneida SSD strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

Vendor Indemnify: Oneida SSD will indemnify vendor to the extent Tennessee law allows.

Warranty: The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

DESCRIPTION OF EQUIPMENT

Tractor

- 14' aluminum gooseneck stock trailer.

EXCEPTIONS TO MINIMUM REQUIREMENTS

Vendor will provide a detailed list of any exceptions/substitutions to the minimum project requirements.

VENDOR PROPOSAL FORM

PROJECT: **Tractor**

COMPANY SUBMITTING BID PROPOSAL: _____

COMPANY CONTACT: _____ PHONE: _____

COMPANY ADDRESS: _____

BIDDER'S PRICE FOR PROJECT COMPLETION: \$_____

ESTIMATED PROJECT COMPLETION DATE: _____

SIGNATURE OF COMPANY OFFICIAL: _____ DATE: _____

As noted above, both the Selection Committee and the School Board itself reserve the right to reject any and all proposals for any reason(s) which is not arbitrary or capricious. Nothing contained in this RFP shall create any legal rights in favor of any proposer. As such, while the Selection Committee and the School Board may choose to utilize the above-cited Selection Criteria to guide this process, neither the Selection Committee nor the School Board remain bound to utilize and/or rank such Selection Criteria.