



Manitoba Association of School Business Officials

Request For Quotation

**REQUEST FOR QUOTATIONS FOR THE SUPPLY OF
2019 MODEL YEAR TYPE A2 and TYPE C STANDARD
AND WHEELCHAIR EQUIPPED DIESEL, PROPANE
and GAS POWERED SCHOOL BUSES**

RFQ #: MASBO SCHOOL BUS 2019

**Issued By: Manitoba Association of School Business
Officials**

**Issue Date: November 26, 2019
Submission Deadline: January 8, 2019
12:00 Noon CST**

**Bids should be enclosed in a sealed envelope
addressed to:**

**Manitoba Education and Training
Pupil Transportation Unit
Room 507 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3
Attention: Chris Hagen, Senior Field Officer**

**RFQ #, Submission Deadline, and Bidder's return
address should appear on the envelope face.**

TABLE OF CONTENTS

A. INTRODUCTION	3
1.0 PURPOSE AND SCOPE	3
2.0 BACKGROUND	3
3.0 DEFINITIONS	3
4.0 ESTIMATED TIMETABLE	4
B. INDIGENOUS PROCUREMENT INITIATIVE	4
1.0 INDIGENOUS PROCUREMENT INITIATIVE	5
2.0 INDIGENOUS BUSINESS STANDARD	5
3.0 INDIGENOUS BUSINESS DIRECTORY	5
C. BIDDER'S INSTRUCTIONS	5
1.0 SUBMISSION ADDRESS AND DEADLINE	6
2.0 INQUIRIES	6
3.0 SITE VISIT - DELIVERY INSPECTION FACILITY	7
4.0 BID CONDITIONS	7
5.0 BID CONTENT	7
5.1 BID FORMAT	7
5.2 DISQUALIFICATION	8
5.3 RIGHT OF REJECTION	8
5.4 RIGHT TO REISSUE RFQ	8
5.5 COST OF BID	8
5.6 PERIOD OF VALIDITY	8
5.7 ADDITIONAL INFORMATION	9
5.8 AMENDMENT OR WITHDRAWAL OF PROPOSAL	9
D. BID EVALUATION AND AWARD	9
1.0 MANDATORY REQUIREMENTS	9
2.0 BID EVALUATION CRITERIA	10
3.0 ACCEPTANCE OF BID	10
E. SPECIFICATIONS	10
F. ADDITIONAL TERMS	10
1.0 PERIOD OF AGREEMENT	10
2.0 PAYMENT	10
3.0 INSPECTION	11
4.0 GOODS AND SERVICES TAX	11
5.0 CONFIDENTIAL INFORMATION	11
6.0 OWNERSHIP OF INFORMATION	11
7.0 LIABILITY	12
8.0 INDEMNITY	12
9.0 TERMINATION	13
10.0 ASSIGNMENT	14
11.0 RESTRICTION ON OTHER WORK AND ADVERTISING	14
12.0 TIME OF THE ESSENCE	14
13.0 AMENDMENTS	14
14.0 GOVERNING LAW	14
15.0 MODIFICATIONS	14
G. FORM OF OFFER	15
APPENDIX "A" - SPECIFICATIONS FOR TYPE A2 and TYPE C SCHOOL BUSES, Standard and Wheelchair	17
APPENDIX "B" - PRICING AND DELIVERY PROPOSAL	18
APPENDIX "C" – OPTIONAL COMPONENTS PRICING LIST FOR TYPE A2 AND TYPE C SCHOOL	

A. INTRODUCTION

1.0 Purpose and Scope

The purpose of this Request for Quotation (RFQ) is to solicit Bids from qualified Bidders to supply and deliver 2020 model year Type A2 and Type C Standard and Wheelchair- Equipped Diesel, Propane and Gas-Powered School Buses for the Manitoba School Divisions. Manitoba Association of School Business Officials (MASBO) intends to enter into an Agreement with the Bidder whose Bid is judged to meet the Mandatory Requirements. School division selection will best serve the interests of divisions when evaluated in accordance with their individualized evaluation criteria.

Estimated 2019 bulk delivery of Type C Standard and Wheelchair buses by September 30, 2019.

2.0 Background

The MASBO group of school divisions, are seeking to purchase Type A2 and C Standard and Wheelchair-Equipped Diesel, Gas and Propane-Powered School Buses through the Fixed Price Menu Bid Purchase Program. The Pupil Transportation Unit (PTU), Manitoba Education and Training works in conjunction with the Manitoba Association of School Business Officials (MASBO). MASBO works in partnership with other provincial organizations such as Manitoba Association of School Superintendents to promote the best interest of public education in Manitoba. Our members share their expertise by participating in a number of committees which are advisory to Manitoba Education and Training. The Central “Fixed Price Menu Bid” Purchase Committee provides current specifications and assistance in the distribution process of Submitted pricing, documentation and supporting information.

3.0 Definitions

For the purpose of this RFQ:

“Indigenous Business” means a business that is at least 51% Indigenous owned and controlled and, if it has six or more full-time employees, at least one-third of its employees must be Indigenous persons;

“Indigenous Business Directory” means a business directory of Indigenous businesses that meet Manitoba’s definition of an Indigenous business;

“Indigenous Business Standard” means terms and conditions that indicate that Indigenous business participation is desirable but not mandatory;

“Indigenous Person” means a First Nations, Non-status Indian, Métis, or Inuit person who is a Canadian citizen and resident in Canada;

“Agreement” means the agreement that results from MASBOs acceptance of a Bid, and consists of the accepted Form of Offer, the RFQ and Bid selected by MASBO;

“Bid” means the Bidder’s written submission in response to this RFQ and shall include the Form of Offer completed in accordance with this RFQ;

“Bidder” means an individual, partnership, corporation or other person who submits a Bid to MASBO in response to this RFQ;

“Executive Director of MASBO” ultimately is the Administrator who, in that associate’s administrative capacity with MASBO, is responsible for the administration of the RFQ process and the Agreement; as of the date on which this RFQ is issued.

“Form of Offer” means the document included in this RFQ as Section G;

“Manitoba” means the Provincial Government of Manitoba;

“MASBO” means Manitoba Association of School Business Officials;

“RFQ” means this Request for Quotation and all addenda that may be issued in respect of the RFQ prior to the Submission Deadline;

“Services” means the work, tasks, goods, materials or equipment to be performed or provided by the Bidder as more particularly described in this RFQ;

“Submission Deadline” means the date and time set out in the cover page and Section A, 4.0 of this RFQ.

“Successful Bidder” means the Bidder, if any, selected by MASBO to provide the Services that are the subject of this RFQ;

4.0 Estimated Timetable

The following dates are targets only and are subject to change at the sole discretion of MASBO:

Activity	Tentative Date
RFQ Issue Date	November 26, 2018
Deadline for RFQ Inquiries	January 2, 2019
RFQ Submission Deadline	January 8, 2019
Distribution to School Divisions	January 20, 2019
Orders may begin	January 21, 2019
90 day deadline for Orders completed by PTU	April 8, 2019

B. INDIGENOUS PROCUREMENT INITIATIVE

1.0 Indigenous Procurement Initiative

Manitoba is committed to community economic development as a key component of its economic strategy. It intends to develop a provincial economy that is more inclusive, equitable and sustainable. Procurement practices are one means that can be used to contribute to the growth of Indigenous businesses. In that regard, Manitoba developed the Indigenous Procurement Initiative (API). The objective of the API is to increase the participation of Indigenous business in providing goods and services to Manitoba.

2.0 Indigenous Business Standard

Indigenous participation is desired but Bids will **not** be disqualified if there is no Indigenous business participation.

3.0 Indigenous Business Directory

Manitoba has established a directory of Indigenous businesses called the “Indigenous Business Directory”. This directory is a list of Indigenous businesses (including nonprofit organizations and economic development corporations) that have self-declared as an Indigenous Business meeting the definition under the API. It is neither comprehensive nor exhaustive but may be a useful resource to identifying Indigenous businesses for potential partnering or sub-contracting purposes. Indigenous businesses not listed in the Directory may also be used. Indigenous businesses are encouraged to register by contacting Procurement Services Branch.

For further information on the Indigenous Business Directory, registration forms and access to a copy of the Indigenous Business Directory please see the following website:

http://www.gov.mb.ca/mit/psb/api/api_bd.html or contact:

Manitoba Finance
Procurement Services Branch
2nd Floor – 270 Osborne Street N.
Winnipeg, MB R3C 1V7
Ph: 204-945-6361
Fax: 204-945-1455

For **all other general inquiries** related to this quotation opportunity, please contact the name of the individual identified on the front page of this document or the name identified under Inquiries.

C. BIDDER’S INSTRUCTIONS

1.0 Submission Address and Deadline

Bidders must submit two (2) hard copies of their Bid, addressed as follows and delivered to:

**Manitoba Education and Training
Pupil Transportation Unit
Room 507 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3
Attention: Chris Hagen, Senior Field Officer**

Bids submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted.

Bids must be received no later than Submission Deadline (as indicated on the front page of the RFQ) at the above address.

Bids received after the Submission Deadline will not be accepted.

MASBO may extend the Submission Deadline by issuing an addendum at any time prior to the CLOSING DATE AND TIME specified in the preceding paragraphs in this section or prior to the date and time previously specified in any addendum extending the Submission Deadline.

Bids must be submitted in a sealed envelope and delivered personally, by mail, or by courier to the above-noted address. The envelope must be clearly marked with the RFQ number, Submission Deadline, and the Bidder's name and return address.

Bids must be signed, in ink, by the appropriate signing officer(s) of the Bidder. Bids, once submitted, become the property of MASBO. All Bids will be kept in the strictest of confidence subject to such disclosure as may be required under the provisions of *The Freedom of Information and Protection of Privacy Act* or *The Personal Health Information Act*.

It is solely the Bidder's responsibility to ensure that the Bid is received at the designated location prior to the Submission Deadline.

2.0 Inquiries

Bidders shall be solely responsible for obtaining all information that may be necessary in order to understand the requirements of this RFQ and submit a Bid in accordance with the terms and conditions of this RFQ. No allowance shall be made for the failure of a Bidder to obtain such information or to make such investigations.

All inquiries related to this RFQ are to be directed, in writing, no later than one week prior to submission deadline as noted above. Inquiries received after this date may not be answered. Written inquiries are to be directed to:

**Manitoba Education and Training
Pupil Transportation Unit
Room 507 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3
Attention: Chris Hagen, Senior Field Officer**

If MASBO, in its sole discretion, determines that an inquiry will be of interest to all Bidders, it will be communicated in writing to all Bidders. The source of the inquiry will be kept confidential.

3.0 Site Visit - Delivery Inspection Facility and Pilot Review

Manitoba Inspectors, in their sole discretion, must have access to the delivery inspection facility where the units will be delivered for inspection prior to contract being awarded.

Bidder will be required to allow authorized inspectors for the Government of Manitoba access to their manufacturing plant for the purpose of "pilot" inspection of the unit(s) during the manufacturing and assembly process. Access will be required during normal weekday working hours. Pilot inspections shall be provided at no cost to authorized Government of Manitoba inspectors.

Pilot inspections shall be arranged for orders of eight (8) or more Type A2 or Type C school buses. Authorized Government of Manitoba inspectors may waive the pilot inspection for any type or brand when deemed unnecessary in their sole discretion. Conversely, a pilot inspection may be ordered by Manitoba inspectors if circumstances warrant such action (e.g. introduction of a new product line).

Pilot inspections for any type or brand of bus(es) will be directed to the “pilot model” provided by the manufacturer; however, inspectors reserve the right to incorporate additional inspection of other buses immediately available at the manufacturing plant. By example, while inspecting a diesel-powered “pilot” vehicle, aspects of propane or gasoline-powered vehicles may be included.

4.0 Bid Conditions

A Bidder should clearly understand, and by submitting a Bid agrees, that its Bid or any part of its Bid is subject to the following conditions, in addition to any other terms and conditions set out in this RFQ:

5.0 Bid Content

Bidders must submit their bids on the completed Form of Offer (Section G) of this RFQ **signed in ink** by the Bidder or an individual or individuals authorized to sign on behalf of the Bidder. **It is not a requirement to return the entire RFQ document.**

5.1 Bid Format

Bidders shall include with the Form of Offer the following documents:

- (a)** Completed APPENDIX “A” - Specifications for Type A2 and C Standard and Wheelchair-Equipped Diesel, Gas and Propane-Powered School Buses for the 2019 School Bus Order of 2020 model year units.
- (b)** Completed APPENDIX “B” - Pricing and Delivery Proposal including letter on delivery proposal. The letter is to clearly define the best pilot review date, when units will begin arriving at the dealership, and when all units are expected to be at the dealership. Buses arriving after the deadline as stated in Appendix “B” will be considered a deviation from the RFQ. In addition, Bidder to provide in detail how they will prepare units for inspection by Manitoba Government Representative.
- (c)** Completed APPENDIX “C” School Bus Option Pricing for Type A2 and Type C School Buses
- (d)** Completed Warranty Coverage on School Bus -
Warranty and other special arrangements applicable to this Fixed Price submission shall be made directly through the head office of the successful vendors.

Vendors to provide detailed explanation of the warranty coverage on the body, chassis, engine, and emissions as provided in Appendix “A” of the specifications. All contact information is to be provided at time of quotation submission. Bidder to provide documentation outlining the process for school division personnel to perform warranty repairs at their local repair facility.

- (e) Descriptive Literature, Specifications, and Drawings -
Bidders must include any additional information that, together with the foregoing comments and information, will be sufficient to allow a thorough understanding and evaluation of their Bid and to include body plan drawings for all bus sizes required.
- (e) Company Experience and Services -
Provide a detailed company profile indicating time in business and location of facility(s). Provide detail as to your experience in the manufacture of specialty school bus vehicles. In addition, provide details regarding your company that you believe provides practical, technological, or other advantages to the design and manufacture of Type A2 and C Standard and Wheelchair-Equipped Diesel, Gas and Propane-Powered School Buses. In your description, vendor to provide services offered at location. If vendor is required to sublet the repairs to another authorized facility, school divisions shall not be responsible for costs under the warranty period.
- (f) Technical Training Classes and Product Support -
Provide separate documentation clearly describing the vendor's ability to provide technical training and product support as evaluative information. Detailed information should fully explain online, factory, or on-site training. Vendor participation at the annual School Bus Maintenance Seminar held in Winnipeg and Brandon, Manitoba is expected. Alternatively, equivalent technical training may be recognized with a full description of the Bidders offering.

5.2 Disqualification

No Bid received after the Submission Deadline will be accepted/considered. No Bid will be considered from a Bidder where MASBO, in its sole discretion, determines that a potential conflict of interest exists. No Bid will be considered that is in any way conditional or that proposes to impose conditions on MASBO that are inconsistent with the requirements of this RFQ and the terms and conditions stipulated herein.

5.3 Right of Rejection

The submission of a Bid, the receipt of a Bid by MASBO appointee and the opening of a Bid, or any one of those, does not constitute acceptance, in any way whatsoever, of a Bid.

A Bid is not and shall not be deemed in any way to be a unilateral contract. It is an offer by the Bidder to MASBO to carry out the provisions set out in this RFQ. A Bid may be accepted or rejected by MASBO in MASBO's entire discretion.

A Bid, or any part of a Bid, is not accepted unless MASBO accepts it in writing and the written acceptance has been delivered to the selected Bidder.

MASBO, in its entire discretion, may reject or accept all or any part of a Bid or any of the Bids submitted in response to this RFQ. MASBO is under no obligation whatsoever to accept the Bid with the lowest cost or any Bid.

5.4 Right to Reissue RFQ

MASBO reserves the right to reissue the RFQ where, in MASBO's sole opinion, none of the Bids submitted in response to the RFQ warrant acceptance or where it would be in the best interests of MASBO to do so.

5.5 Cost of Bid

Costs incurred in the preparation, presentation, and submission of a Bid shall be borne entirely by the Bidder.

5.6 Period of Validity

Bids shall be irrevocable after the Submission Deadline and open for acceptance for ninety (90) days after the Submission Deadline.

5.7 Additional Information

MASBO reserves the right to require or obtain any additional information from the Bidder for clarification purposes only, respecting the Bid, experience, financial ability and general suitability, before the determination of the selected Bidder.

5.8 Amendment or Withdrawal of Proposal

Bidders may amend Bids submitted in response to this RFQ prior to the Submission Deadline by submitting an amendment clearly identifying the change or by submitting a new Bid that clearly indicates that it is to replace the Bid previously submitted by the Bidder.

Amendments submitted after the Submission Deadline shall not be considered by MASBO.

Bidders may withdraw a Bid submitted in response to this RFQ by submitting a request in writing to MASBO at any time prior to, but not after, the Submission Deadline.

All amendments or requests to withdraw a submitted Bid shall be in writing submitted to MASBO appointee at the address set out in Section C, 2.0 of this RFQ. All such amendments or requests shall be submitted on the Bidder’s letterhead and shall be signed by the Bidder or an authorized representative of the Bidder.

It will be the sole responsibility of the Bidder submitting an amendment or a request to withdraw a Bid to ensure that the amendment or request is received prior to the Submission Deadline.

D. BID EVALUATION AND AWARD

1.0 Mandatory Requirements

Bids **must** meet all of the following mandatory requirements. Bids not meeting all the mandatory requirements will be non-compliant and receive no further consideration.

MANDATORY REQUIREMENTS	PASS/ FAIL
The Bidder must submit two (2) original hard copies	
The Bid must be received prior to Submission Deadline	
The Bidder must submit a completed Form of Offer (Section G) with an ink signature by the appropriate signing officer	
The Bidder must submit a completed Appendix “A” - Specifications for Type A2 and C Standard and Wheelchair-Equipped Diesel, Gas and Propane-Powered School Buses for the 2019 School Bus Order	

The Bidder must submit a completed Appendix "B" Pricing and Delivery Proposal along with a written letter detailing the delivery process as outlined in Section C, 5.1 (b)	
The Bidder must submit a completed Section C 5.1 (c) - Warranty Coverage documentation on School Bus	
The Bidder must submit a completed Appendix "C" Optional Component Pricing List	
The Bidder must submit a written response to Section C, 5.1(f) - Technical Training Classes and Product Support or equivalent	
COMPLIANT	

2.0 Bid Evaluation

Bids meeting the mandatory requirements of this RFQ will be evaluated individually by MASBO school divisions; Therefore, Bidders should quote on all items if possible. MASBO's school division's selection of vehicles offered shall be based on divisional satisfaction of the products, bid prices, optional component pricing, anticipated delivery dates, dealership experience and support services and or costs there of.

3.0 Acceptance of Bid

Bidders agree that if MASBO accepts a Bid in accordance with Section D, 2.0, the accepted Form of Offer, this RFQ, and the Bid shall constitute the entire Agreement between the parties and no further documentation will be required to bind the parties.

E. SPECIFICATIONS

Detailed specifications of this RFQ are attached in Appendix "A".

The additional Appendices have been provided as supplementary specifications and reference material and form part and parcel of the RFQ.

Appendix "B" - Pricing and Delivery Proposal

Appendix "C" – Optional Components Pricing List

F. ADDITIONAL TERMS

In addition to any specific requirements that must be met in performing or delivering the services as provided elsewhere in this RFQ, the following terms and conditions shall apply to the parties AND to the agreement and the services.

1.0 Period of Agreement

1.1 The Services provided under this Agreement shall commence approximately on January 20, 2019 and shall be completed on or before December 31, 2019.

1.2 The Agreement shall continue until the expiry of the Warranty Period (as defined in specifications).

2.0 Payment

All school buses once completed will be made available to the appropriate school divisions, payment will be made in full once final inspection is complete.

3.0 Inspection

All units will be inspected and must meet approval of the Government of Manitoba Representative retained to inspect. To ensure prompt inspections and delivery, the Bidder(s) shall pre-arrange with Government of Manitoba Representative a mutually agreed upon schedule for inspection through to completion.

The vendor will be required to clean the interior and exterior of each bus supplied prior to inspection. This is to include dusting the walls and seats and removing any foreign material from aisles and under seats

4.0 Payments, Goods and Services Tax

School divisions will be responsible for payments to the dealer in full plus applicable taxes.

5.0 Confidential Information

5.1 While the Agreement is in effect, and at all times thereafter, the Successful Bidder and any Officers, employees or agents, of the Successful Bidder

- (a) shall treat as confidential all information, documents and materials, including (without limitation) all data, research, reports, drawings, designs, plans, photographs and other materials acquired, or to which access has been given in the course of, or incidental to, the provision or delivery of the services or terms of the Agreement;
- (b) shall not, without first obtaining written permission from MASBO,
 - (i) use, or permit use of, the information, documents and materials described in Section F, 5.1(a) except for the proper performance of the Successful Bidder's obligations under the Agreement, or
 - (ii) disclose, or permit disclosure of, the information, documents and materials described in Section F, 5.1(a) to any person, corporation or organization; and
- (c) shall comply with any rules or directions made or given by MASBO with respect to safeguarding or ensuring the confidentiality of the information, documents and materials described in Section F, 5.1(a).

6.0 Ownership of Information

- 6.1 All information, documents, and materials including (without limitation) all data, research, reports, drawings, designs, plans, photographs and other materials, discovered or produced by the Successful Bidder, or any Officers, employees or agents of the Successful Bidder, in the performance of, or incidental to the performance of the Services or the terms of the Agreement, and all intellectual property rights therein (including, without limitation, all copyright, patent, trade mark rights), shall be the exclusive property of MASBO, and shall be delivered or assigned without cost to MASBO upon request.
- 6.2 The Successful Bidder shall waive the Successful Bidder's moral rights under the Copyright Act (Canada) in the information; documents and materials described in Section F, 7.1 in favour of MASBO, and shall execute any additional documents, in a form satisfactory to MASBO, which may be required to evidence this waiver. Upon MASBO's request, the Successful Bidder further agrees to obtain from each of its officers, employees, sub contractors and agents written waivers, in a form satisfactory to MASBO, of all their moral rights in such information, documents and materials in favour of MASBO.
- 6.3 During the term of the Agreement, and at all times thereafter, the Successful Bidder, and any officers, employees or agents of the Successful Bidder, shall not use, publish or disclose any information, documents and materials, including (without limitation) all data, research, reports, drawings, designs, plans, photographs and other materials, discovered or produced by the Successful Bidder, or the officers, employees or agents of the Successful Bidder, in the provision or delivery of, or incidental to the provision or delivery of, the Services or the terms of the Agreement without first obtaining written permission from MASBO.
- 6.4 Any equipment, materials, and supplies provided by MASBO committee to the Successful Bidder for use in the provision or delivery of the Services or the terms of the Agreement shall remain the property of MASBO committee and shall be returned without cost to MASBO when the Agreement is terminated or expires or when the Services have been completely performed, whichever is the earliest.

7.0 Liability

- 7.1 MASBO shall not be liable for any injury to the Successful Bidder, or to any Officers, employees or agents of the Successful Bidder, or for any damage to or loss of property of the Successful Bidder, or of the Officers, employees or agents of the Successful Bidder, caused by
or in any way related to the provision or delivery of the Services or the terms of the Agreement.
- 7.2 Section F, 8.1 does not apply if the injury, damage or loss was caused by the wrongful or negligent act of an Officer or employee of Manitoba or MASBO while acting within the scope of his or her employment.

8.0 Indemnity

- 8.1 The Successful Bidder shall use due care in the performance of the obligations under the Agreement to ensure that no person is injured, no property is damaged or lost, and no rights are infringed.
- 8.2 The Successful Bidder shall be solely responsible for

- (a) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the performance of the Services or any term of the Agreement, or the breach of any term or condition of the Agreement by the Successful Bidder, or the Officers, employees, subcontractor or agents of the Successful Bidder; and
- (b) any omission or wrongful or negligent act of the Successful Bidder, or of the officers, employees, subcontractor or agents of the Successful Bidder;

and shall save harmless and indemnify MASBO and Manitoba, its Officers, employees, and agents from and against all claims, liabilities and demands with respect to Clauses (a) and (b).

9.0 Termination

9.1 MASBO may, in its sole discretion, immediately terminate the Agreement in writing if:

- (a) the Successful Bidder fails to properly fulfill, perform, satisfy, and carry out each and every one of its obligations under the Agreement; or
- (b) the Successful Bidder fails or refuses to comply with a verbal or written request or direction from MASBO or Manitoba within five (5) days of receiving the request or direction; or
- (c) the Successful Bidder becomes bankrupt or insolvent, liquidates, or changes control; or
- (d) a receiver, trustee or custodian is appointed for the assets of the Successful Bidder, or any partner thereof; or
- (e) the Successful Bidder or any partner thereof makes a compromise, arrangement, or assignment with or for the benefit of the creditors of the Successful Bidder or of that partner, as the case may be; or
- (f) the Successful Bidder fails to secure or renew any license or permit for the Successful Bidder's business required by law; or any such license or permit is revoked or suspended; or
- (g) the Successful Bidder or any partner, officer or director of the Successful Bidder is found guilty of an indictable offence; or
- (h) the Successful Bidder fails to comply with any law or regulation relating to the employment of its employees; or
- (i) the Successful Bidder at any time engages in any activities or trade practices which, in the opinion of MASBO, are prejudicial to the interests of MASBO, or a department or agency thereof; or
- (j) there is a breach of any provision of the Agreement.

- 9.2 MASBO may, in its sole discretion, terminate the Agreement at any time by providing thirty (30) days written notice to the Successful Bidder prior to the termination date.
- 9.3 Upon the expiry or earlier termination of the Agreement, the Successful Bidder shall cease to provide or deliver any further Services. MASBO shall be under no obligation to the Successful Bidder other than to pay, upon receipt of an invoice and supporting documentation satisfactory to MASBO such compensation as the Successful Bidder may be entitled to receive under the Agreement completed to the satisfaction of MASBO up to the effective date of termination.

10.0 Assignment

The Successful Bidder shall not assign/transfer or subcontracts the Agreement or any of the rights or obligations under the Agreement without first obtaining written permission from MASBO. MASBO may, in its sole discretion, refuse to grant such permission.

11.0 Restriction on Other Work and Advertising

- 11.1 While the Agreement is in effect, the Successful Bidder and any Officers, employees or agents of the Successful Bidder shall not perform services or deliver goods to any other person, firm, corporation or organization in any manner which might interfere or conflict with the Successful Bidder's performance of its obligations or undertakings under the Agreement.
- 11.2 The Successful Bidder agrees that it shall not refer to, or permit any reference to, the Agreement or the Services in any advertising or promotional material except with the prior written authorization of MASBO.

12.0 Time of the Essence

Time shall be the essence of the Agreement.

13.0 Amendments

No amendment or change to, or modification of, the Agreement shall be valid unless in writing and signed by both parties.

14.0 Governing Law

The Agreement shall be interpreted, performed, and enforced in accordance with the laws of the Province of Manitoba and of Canada as applicable therein.

15.0 Modifications

MASBO reserves the right to pilot one (1) unit of either TYPE vehicle or BRAND (orders of 5 or more) and suggest changes and/or modifications. These changes are to be discussed at that time.

G. FORM OF OFFER

SUBMITTED BY: _____

ADDRESS: _____

PHONE: _____

TO:
**Manitoba Education and Training
Pupil Transportation Unit
Room 507 – 1181 Portage Avenue
Winnipeg, MB R3G 0T3
Attention: Chris Hagen, Senior Field Officer**

1. _____ (the "Bidder") hereby offers to provide or deliver the Goods or Services on the terms and conditions set out in RFQ No. _____ (the "RFQ") and the attached Appendices and any related Addenda.
2. The Bidder acknowledges that it has received the following addenda to the RFQ and that they have been considered in preparing this offer:

Number	Date

3. This offer shall be open for acceptance for ninety (90) days after the Submission Deadline.
4. The Bidder has completed and attached:
 - (a) A response on Appendix "A" – Specifications for Type A2 and C Standard and Wheelchair-Equipped Diesel, Gas and Propane-Powered School Buses for the 2019 School Bus Order
 - (b) A response on Appendix "B" – Pricing and Delivery Proposal
 - (c) A response on Appendix "C" – Optional Component Pricing List
 - (d) A written response to Section C, 5.1 (c) Warranty Coverage On School Bus Documentation
 - (e) Descriptive Literature, Specifications, and Drawing supporting documents - Section C, 5.1(d)
 - (f) A written response to Section C, 5.1(e) - Company Experience and Services
 - (g) A written response to Section C, 5.1(f) - Technical Training/Equivalent Classes and Product Support

(h) A Form of Offer (Section G) - **completed and signed in ink**

5. The Services provided under this Agreement shall commence **approximately on January 20, 2019 and shall be completed on or before December 31, 2019.**

The bulk of the requirements for the school bus order are anticipated to start delivery on or before August 01, 2019 with the order to be received in Manitoba no later than September 30, 2019.

6. The Agreement shall continue until the expiry of the Warranty Period as defined in specifications.

7. IN WITNESS WHEREOF the Bidder or its authorized representative or representatives have signed this Form of Offer the _____ day of _____, 20_____.

Signed the presence of:

_____)	_____
Witness)	(signature of Bidder or Bidder's authorized official)
)	
)	_____
)	(here print name and office of individual whose signature appears above)
)	
)	
_____)	_____
Witness)	(signature of Bidder or Bidder's authorized official)
)	
)	_____
)	(here print name and office of individual whose signature appears above)

The offer submitted by the Bidder in response to the RFQ is hereby

accepted

by The MASBO committee for Manitoba this _____ day of _____, 20_____

Signed in the presence of:

THE MASBO Executive Director

as represented by:

Witness

Name

Signature

Title

Date

**APPENDIX “A”-
SPECIFICATIONS FOR TYPE A2 and TYPE C Standard and Wheelchair-Equipped DIESEL,
GASOLINE, AND PROPANE-POWERED SCHOOL BUSES**

See Specifications for Each Type A2 and C Standard and Wheelchair-Equipped Diesel, Gasoline, and Propane-Powered School Buses for the 2019 School Bus Order - All Passenger sizes (attached)

**APPENDIX “B” –
PRICING AND DELIVERY**

All pricing is to be based on the Specifications outlined in associated Appendix for each type.

Type A2

Fuel Type and Size	Quantity	Unit Price	Earliest Delivery Date
Gas - 30 passenger	1.0		
Propane - 30 passenger	1.0		

Type C

Fuel Type and Size	Quantity	Unit Price	Earliest Delivery Date
Diesel - 35 passenger	1.0		
Diesel - 47 passenger	1.0		
Diesel - 53 passenger	1.0		
Diesel - 65 passenger	1.0		
Diesel - 71 passenger	1.0		
Diesel - 77 passenger	1.0		

Type C

Fuel Type and Size	Quantity	Unit Price	Earliest Delivery Date
Propane - 35 passenger	1.0		
Propane - 47 passenger	1.0		
Propane - 53 passenger	1.0		
Propane - 65 passenger	1.0		
Propane - 71 passenger	1.0		
Propane - 77 passenger	1.0		

Type C

Fuel Type and Size	Quantity	Unit Price	Earliest Delivery Date
Gasoline - 35 passenger	1.0		
Gasoline - 47 passenger	1.0		
Gasoline - 53 passenger	1.0		
Gasoline - 65 passenger	1.0		
Gasoline - 71 passenger	1.0		
Gasoline - 77 passenger	1.0		

Canadian Funds:

MASBO is to receive quotations in Canadian funds only for the entire RFQ and documents attached. Pricing offered in currency other than Canadian funds will not be accepted.

Delivery Schedule:

Units to start arriving prior to inspection on anticipated date of August 01, 2019 or earlier with the last unit arriving no later than September 30, 2019 at location stated below. Buses that are ordered late may not be able to meet the date of September 30, 2019 but an estimated delivery date shall be provided at time of order. School divisions are to take possession after July 01, 2019.

Can the Bidder meet the requested delivery schedule? Yes____ (or) No ____

If no, state the estimated delivery date and schedule. _____

1. If delivery dates are later than those stated in the Delivery Schedule above, the Bidder must indicate their best possible delivery dates for the different **TYPE** or sized school buses.
2. Below, record anticipated dates that a bus will be available for a pilot review.

3. a) F.O.B. Destination, Freight Prepaid and Delivered as per RFQ _____ 2020 model year **Type A2**, Standard and Wheelchair Equipped Gas and Propane-Powered Buses and unloaded at supplier's facility located a in the Province of Manitoba.

b) F.O.B. Destination, Freight Prepaid and Delivered as per RFQ _____ 2020 model year, **Type C** Standard and Wheelchair Equipped Diesel, Gasoline and Propane-Powered Buses and unloaded at supplier's facility located in the Province of Manitoba.
4. State location of facility: _____
5. Bidder to provide in a separate letter an outline of how the buses are to arrive and be delivered in a timely process to Manitoba school divisions.
6. Registration Forms - All dealer supplied forms/documents that are required for the School Division to register/insure the unit in Manitoba must be fully completed and provided immediately upon final inspection.
7. **Dealer is responsible for completing all necessary warranty registration forms on auxiliary equipment not covered by the school bus manufacturer.**