

SECTION II - SPECIFIC TERMS AND CONDITIONS

1. Pre-Proposal Conference

There will not be a pre-bid meeting for this Bid/RFP. Please send all questions and/or requests for clarifications per the information listed in number 2.

2. Questions and Inquiries

Questions and inquiries should be emailed to Scott Bachtell (bachtsco@wcps.k12.md.us) with a copy to Mike King (kingmic@wcps.k12.md.us). Please put the following in the subject line "2021-15 – Vehicle Parts, Supplies, and Service".

3. Contract Period

The initial contract term shall be effective from Date of Award through November 30, 2022. The contract may be extended for two additional two-year terms, at the discretion of the Board of Education with all terms and conditions of the original contract remaining unchanged. Bidders automatically accept the possibility of contract renewal as a condition of award.

4. Pricing

- a. All labor rates shall remain firm through November 30 of each contract year. The catalog discount percentages submitted shall be the minimum discount applied throughout the life of the agreement and renewals. A larger percentage discount may be given at any time throughout the life of the agreement and renewals. Larger percentage discounts are encouraged when quoting on large volume/dollar orders.
- b. All prices are to be fully inclusive of all expenses including travel, overhead, profit, labor, equipment, incidentals, insurance, etc... and be the final cost to WCPS.
- c. If the contract includes equipment all prices must be FOB-Destination (including inside delivery), unless specifically addressed and authorized in the Price Proposal.
- d. Labor Rates must be rounded off to no more than two decimal places unless so specified on the Price Proposal.
- e. Prices and discounts quoted must be valid for a minimum period of 90 days from the date of the bid opening in order to have time to evaluate and award the contract. Price increases will not be accepted after submission of bid proposal or after orders are placed. Vendors are expected to understand the terms of this bid.
- f. Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacturer experience a decrease in costs associated with the execution of the contract.
- g. Price adjustments from the vendor for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least 60 days prior to the renewal term and shall be accompanied by supporting documentation. **It is the vendor's responsibility to submit a letter requesting price changes on time, as well as documentation from the manufacturer to support the change.**
- h. WCPS will not accept any proposal with escalator clauses, minimum order requirements or irregular features unless specifically authorized in the Price Proposal.
- i. Charges for express delivery will only be allowed if pre-authorized by WCPS in writing.
- j. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to

