



**Raymon Smith**  
*Superintendent*

**Keith Holman**  
*Principal*

**Christina VanNice**  
*Student Services Administrator*

**Brenda Denning**  
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## **REQUEST FOR PROPOSAL**

**RFP# 2401**

**For**

**Providing Various Repairs, Parts, and Services for the District's  
Transportation Fleet on an "As Needed" Term Agreement Basis**

FOR THE ECHO SCHOOL DISTRICT  
DBA: ECHO SCHOOL DISTRICT 5R

UNDER THE DIRECTION OF THE SUPERINTENDET AND TRANSPORTATION DIRECTOR FOR ECHO  
SCHOOL DISTRICT.





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## Part I: Notice of Request for Proposal #2401

Separate proposals for the requirement set forth below will be received in the district office of the Echo School District located at 600 Gerone St. Echo, OR 97838 until **12:00 pm 25<sup>th</sup> of July, 2024**. **Mailing of RFP responses are encouraged. However, hand deliveries can be accepted from 9:00 AM to 12:00 PM Monday - Thursday.** This RFP will not be publicly opened.

### **Providing Various Repairs, Parts, and Services for the District's Transportation Fleet on an "As Needed" Term Agreement Basis.**

A Pre-Proposal Conference will not be held for this RFP. All questions and correspondence related to this RFP must be submitted in writing or scheduled meeting before the due date of the RFP with district superintendent Raymon Smith [rsmith@echosd5.org](mailto:rsmith@echosd5.org). All questions with corresponding answers will be available to all prospective vendors and provided upon request.

No proposal may be withdrawn for at least ninety (90) days after the deadline for submittal.

The Echo School District reserves the right to reject any and all Proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional Proposals.

The Echo School District does not discriminate in educational programs, activities or employment on the basis of race, color, national origin, sex, age, religion or disability.

Proposers on this work shall be required to comply with all applicable requirements pertaining to fair labor, state and local government.





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## Scope of Work Sought & Requirements:

1. Have or be willing to obtain the Oregon Student Pupil transportation Certification through the Oregon Department of Education.
2. Documented extensive experience in the field of diesel mechanics, vehicle inspection, and general automotive repair and maintenance.
3. No set hours for work or set weekly minimum or maximum hours. Weekly communication with the district about needs, weekly inspections of fleets and occasional emergency availability.
4. Shop and workspace will be provided. Some tools are on site; however, general tools are the responsibility of the service provider.
5. Provider must carry his or her own insurance and protections. Echo School District will not provide workers compensation or other coverages, as this is contracted services position.

## Requirements of Submission:

1. Submit a resume of qualification and certification.
2. Proposal of work offered and compensation structure proposed. To include such items as hourly rate, work structure, and who will be completing the duties sought.
3. Any requests of the Echo School District.

## Evaluation:

Evaluation of the proposal will be based upon several factors including, but not limited to: competence to perform the required services as indicated by training, education and experience of the individuals/firms personnel. Ability in terms of workload and availability of qualified personnel to perform the required services competently and expeditiously; past performance as reflected by the evaluations of previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines; and other similar factors. The District is not required to select the firm that submits the lowest cost proposal for providing the services. In the event the District is unable to negotiate a satisfactory contract with the selected firm, the District may terminate negotiations with that firm and enter into negotiations with another firm submitting that submitted a proposal.

