

Electric School Bus Vehicle Lease Specifications
Cohasset Public School District

Electric School Bus Lease and Vehicle Specifications
Cohasset Public Schools
Cohasset Town Hall
41 Highland Ave
Cohasset, Massachusetts 02025

REQUEST FOR PROPOSALS

Electric School Bus Lease

The Cohasset Public School District (herein referred to as “the District”) is requesting proposals for an electric school bus lease as outlined in the specifications below.

Proposals for an electric school bus lease will be received until 11:00 A.M. July 29th, 2022, at the Office of the Town Manager, Cohasset Town Hall, 41 Highland Ave, Cohasset, MA 02025.

Proposers must submit separate sealed price and non-price proposals. All proposals shall be contained in a sealed envelope and shall be addressed to the Assistant Town Manager and shall be clearly marked: RFP Cohasset Electric School Bus. The District expects to award a contract within 30 days after the deadline for submissions.

Request for Proposal Specifications for the project may be obtained by email to:
mleary@cohassetma.org.

The District reserves the right to reject any and all proposals, to waive any informality in the bidding process, and to make an award that is in the best interest of the District taking into consideration all aspects of the submitted materials. Any award is dependent upon funding. This solicitation does not require the Town to proceed with an electric school bus lease; the Town reserves the right not to make any award for any reason.

I. GENERAL INFORMATION

A. Purpose

The purpose of this Request for Proposal (RFP) is to identify a supplier for a lease for one Type C or D electric-powered school bus capable of carrying at least 70 students and the purchase of associated electric charging infrastructure to be installed at a location of the Town's choosing. The school bus must meet or exceed the Commonwealth of Massachusetts Standards for Construction and Equipment of School Buses (540 CMR 7.00). A complete list of the Massachusetts school bus standards is attached with this Request for Proposal (RFP) (see Appendix A).

The Awarding Authority is the Town of Cohasset Public School District.

B. Proposal Submission

Sealed Proposals (official response) officially submitted are due at Cohasset Town Hall ,41 Highland Ave Cohasset, MA 02025 by **July 29 at 11:00 A.M.**

If, at the time of the scheduled proposal submission deadline, Cohasset Town Hall is closed due to uncontrolled events such as fire, power outage, or building evacuation, the proposal deadline will be postponed until 11:00 A, M. on the next normal business day and proposals will be accepted until that date and time.

Each Proposer must submit one (1) Original and one (1) USB stick of their **Non-Price Proposal**. Each Non-Price proposal must be clearly marked on the outside of the envelope "Non-Price Proposal, RFP for Electric Bus Lease." The Non-Price Proposal should include the qualifications and technical specifications that are responsive to this RFP.

In addition, each Proposer must submit one (1) Original and one (1) copy of their **Price Proposal**. Price proposals must be submitted in a separate sealed envelope, clearly marked, "Price Proposal, RFP for Electric Bus Lease."

All Proposers must comply with the provisions in Chapter 30B of the Massachusetts General Laws. The Awarding Authority reserves the right to cancel this RFP process or reject in whole or in part any and all proposals or waive any informality if it serves in the Awarding Authority's best interest to do so.

Proposal documents, specifications and related information, are available through email to mleary@cohassetma.org

It is in the interest of the District to award a contract to the responsive and responsible Proposer offering the most advantageous proposal taking into consideration price and the evaluation criteria set forth in the Request for Proposal.

The submission of a proposal will be construed to mean that the Proposer is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the Proposer can furnish the services, supplies, materials, or equipment satisfactorily in complete compliance with the specifications.

C. Who May Respond

Companies involved in the lease of electric school buses must meet all regulatory requirements of the Commonwealth of Massachusetts and the United States Department of Transportation's Federal Motor Vehicle Safety Standards (FMVSS) applicable for school buses.

D. Description of Entity

The Cohasset Public School System includes 4 schools: **Joseph Osgood** (PreK-2), **Deer Hill** (3-5), **Cohasset Middle** (6-8), and **Cohasset High** (9-12). The school population is around 1,420 students. The District currently leases nine diesel-fueled school buses and seeks to procure a lease for an electric school bus that would replace one of the existing vehicles as part of a separate lease from the diesel-fueled school buses.

E. Questions

Questions must be emailed to Michelle Leary (mleary@cohassetma.org) by 4:00 p.m. on July 19, 2022. No questions will be answered by phone or fax. No requests or questions will be accepted after 4:00 p.m. on July 19th. All questions, answers and any addendums will be emailed to proposers.

F. Modifications

Prior to the proposal opening Proposers may correct, modify, or withdraw proposals by email request to Michelle Leary (mleary@cohassetma.org) A signed letter by the proposer must be attached to the email requesting the change or withdrawal of the proposal and be submitted prior to the proposal opening date listed in the RFP.

G. Addenda

Addenda will be emailed to all proposers on record as having requested and/or received the RFP specifications. Every interpretation made to a proposer will be sent as promptly as is practicable to all persons to whom the specifications have been issued. It is the responsibility of the proposer to notify the District that they have received the RFP if the proposer received that RFP from a source other than the District. All such addenda shall become a part of the contract documents. Failure to send, or of any proposer to receive, any such question or interpretation shall not relieve any proposer from any obligation under this RFP as issued and clarified through the questions and answers. **Pre-proposal Conference**

There will be no pre-proposal conference for this project.

H. Cancellation of Request for Proposals

The Cohasset Public Schools may cancel this RFP if the District determines that cancellation or rejection serves the best interests of the Town or Cohasset Public School District.

I. Proposal Pricing

All proposal prices submitted in response to the RFP must remain firm for thirty (30) days following the bid opening.

J. Non-Collusion Affidavit

Any person submitting a proposal for the sale, lease or provision of equipment, supplies or materials or services to any governmental unit as defined in M.G.L., Ch. 30B shall certify that the proposal is made without collusion or fraud with any other person. This certification is to be included with the sealed proposal. Failure to submit such statement will result in the proposal being disqualified.

K. Payment Of Taxes To The Commonwealth Of Massachusetts (M.G.L., Ch. 62c, §49a)

No contract may be entered into with any party that has not filed and paid all taxes required under law. This certification is to be included with the sealed proposal. Failure to submit a statement of compliance with the statute will result in the proposal being disqualified.

L. Tie Proposals

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In the case of a tie Proposal, the District reserves the right to make the award based on the factors outlined in this RFP.

M. Proposal Rejection or Partial Acceptance

The District reserves the right to reject any or all proposals and reserves the right to waive technicalities and informalities in Proposals as well as to accept in whole or in part such proposal where they deem it advisable in protection of the best interests of the District.

N. Signatures for Proposal

Proposals must be signed as follows:

1. If the Proposer is an individual, by her/him personally;
2. If the Proposer is a partnership, by the name of the partnership, followed by the signature of each general partner;
3. If the Proposer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

O. Invoicing

1. No charges for Federal, State, or Municipal sales or excise taxes will be allowed. The District is exempt from these taxes. The prices proposed shall be net of and shall not include the amount of any such tax. The District can provide a tax-exempt certificate if requested by vendor.
2. Invoices shall be submitted to the District unless otherwise specified. Payments of such bills shall not preclude the school department from making claims for adjustment on any item found not to have been in accordance with the general conditions or specifications. If cash discounts are included in the proposal price, such discounts must be permissible for 10 days from and including the postmark date of payment. All invoices should be mailed to:

Cohasset Public Schools
Business Manager
143 Pond Street
Cohasset, MA 02025

II. SPECIFICATION SCHEDULE

A. Type of Equipment to be Purchased

The purpose of this RFP is to contract for the lease of one Type C or D electric powered school bus capable of carrying at least 70 students and the purchase of associated electric charging infrastructure to be installed at a location of the Town's choosing. The school bus must meet or exceed the Commonwealth of Massachusetts Standards for Construction and Equipment of School Buses (540 CMR 7.00) and the United States Department of Transportation, Federal Motor Vehicle Safety Standards applicable to school buses. The delivered bus must pass inspection by the Massachusetts Registry of Motor Vehicles for the purpose of transportation of children ages 5 to 18.

A manufacturer's certification for compliance with all applicable Federal Motor Vehicle Safety Standards for school buses must be presented at the time the bus is delivered.

Preference will be given to fully manufactured electric school buses. For purposes of this RFP, school buses that do not use their original drive train are considered retrofitted vehicles. In other words, only new vehicles with an original electric drive train are considered as fully manufactured equipment.

The District requests that responding bidders consider all of the technical specifications required. In some cases, the RFP requests specific vehicle capabilities. Vendors should note that these are the desired specifications. If vendors are unable to meet these standards, or if meeting the specifications significantly increases vehicle costs, the vendor may propose alternate standards or systems. Opportunities to propose an alternate systems are sometimes, but not always noted in this document. Failure of the RFP to note the ability to propose alternative standards or systems does not preclude the responding bidders from being required to meet the requirements of this RFP.

1.0 Drive Train and Mechanical Operating System Capabilities

The Cohasset School District is interested in procuring a school bus powered by all electric means with no mechanical transmission. Vendors should note if their electric motor operates with Direct Current (DC) or Alternate Current (AC) power. Please provide the dimensions of the electric motor and power train. Vendors should also provide the following about their vehicle:

- A. Describe the vehicle propulsion system, including the process used to convert electric power from the battery subsystem into mechanical power to drive the vehicle's wheels.
 - o Vehicles should have the ability to change the powertrain deferential ratio to maximize range performance in mountain routes, city routes, highway routes or a combination of mountain, city and highway routes.
- B. Describe the drive train system, including the number of drive motors, drive motor size and weight (in kg) and power ratings (kW).
- C. Describe vehicle performance while fully loaded in terms of maximum operating speed, grade-ability and acceleration. Expectations for vehicle performance include:
 - o A sustained speed of 40 mph on a 2.5% grade; and 10 mph on a 20% grade.
 - o An ability to accelerate to 10 miles per hour (mph) in four seconds; to 20 mph in 10 seconds; 30 mph in 20 seconds and 40 mph in 35 seconds.
- D. Vendors should specify the range of the vehicle proposed. Expectations are that the school bus shall be capable of a minimum of 125 miles range on a single battery charge on route measured with 50% city miles and 50% highway miles. If you are unable to meet the 125 mile range, please note the range that can be provided, as measured with 50% city and 50% highway miles. Please provide documentation of process for verifying submitted vehicle range.
 - o Vehicles should be capable of operating at minus -20 degrees Fahrenheit (-20F) to 95F with cold weather loss of range on routes cleared of snow not below 100 miles. If vendor is unable to meet this operating requirement, please propose an alternate standard. Please describe vehicle testing and verification and performance in cold climates and conditions.
 - o The vehicle is expected to be stored outside without any shelter from the elements. Vendor should set expectations for range losses when the bus is stored unplugged for 7 days at -20 degrees F, 65F and 95F. In other words, given a 100% state of charge, please indicate what the state of charge be in 7 days at these temperatures.

- E. Vendors should propose methods to add range to vehicle through the installation of additional battery packs if available. Vendors are requested to describe proposed battery additions, indicated additional range provided, weight added to the vehicle and the cost of the additional battery packs as well as cost of installation of additional battery packs
- F. Regenerative braking to charge batteries and meet all United States Federal Vehicle Safety Standards in regards to braking system.

2.0 Heating and Climate Control Systems

Per 540 CMR 7.00, school buses must be equipped with heating units and be able to sustain 60 degrees F (plus or minus 3 degrees) inside the vehicle when the outside temperature is 32 degrees F ambient.

Standards requested in Section 1.0, however, require that school bus vehicles be operable in -20 degrees F. Please describe achievable in vehicle temperature when outside temperature is -20 degrees F and provide the expected impact of heating the interior cabin temperature on vehicle range, especially when outside temperature conditions are very cold. If vendor is unable to meet this operating requirement, please propose an alternate standard.

In addition, vendors should provide documentation certifying heating system capabilities.

- A. Vendors should describe their proposed cabin heating systems, including fuel source and any vehicle range loss caused by meeting the heating requirements should be documented. **Please note that the use of electric heaters to provide heat to the vehicle's cabin and warming of the batteries is preferred.**
- B. Vendors should describe their proposed system for preparing the vehicle for departure when outside temperature is -20 degrees F.

3.0 Vehicle Battery Systems and Battery Management Systems

Vendors should describe their proposed energy storage/battery system, including the number of battery packs and battery chemistry. Vendor's description of the battery system should include:

- A. Time (in minutes) to charge batteries from 20% state of charge to 100% state of charge using the proposed EVSE.
- B. Time (in minutes) to charge batteries from 20% state of charge to 80% state of charge using the proposed EVSE.
- C. Battery capacity (amps per hour per cell)
- D. Battery weight (kg per cell)
- E. Number of battery cells per pack
- F. Battery storage capacity (kWh)
- G. Total usable battery energy storage capacity (kWh)
- H. Total battery pack Amp-hr rating.
- I. Total battery pack C-rate. (C-rate is the rate at which a battery is discharged relative to its maximum capacity. A 1C rate means that the discharge current will discharge the entire battery in 1 hour. Therefore a 100 Amp-hr battery will discharge 100 amps and C/2 will discharge at 50 amps and take 2 hours.
- J. Total battery pack E-rate. (E-rate describes the discharge power. A 1E rate is the discharge power to discharge in 1 hour.) Source of C-Rate and E-rate. A Guide to Understanding Battery Specifications. MIT Electric Vehicle Team)
- K. Nominal capacity in Amp-hours at a specific C-rate.

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- L. Nominal Energy (Watt-hours at a specific C-rate)
- M. Battery Cycle Life in number of charge-discharge cycles at a specific depth of discharge (DOD)
- N. Battery thermal management type
- O. Battery thermal management drain on range after 24 hours at -20 degrees F in miles lost while not plugged in.
- P. Battery thermal management drain on range after 24 hours at 95F in miles lost while not plugged in.

Vendors should describe their proposed Battery Management System (BMS), including onboard display systems available to the driver and off-board systems available to the fleet manager or transportation control center. As part of describing their BMS and communication protocols vendors should also note host requirements or expectations.

Expectations are that the on-vehicle instrumentation shall display remaining range (in miles) of the vehicle, battery pack state of charge, battery pack state of health, battery depth of discharge or any other measured battery parameter. If retrofitted vehicles are proposed, vendors should describe the adapted dashboard system and information available to drivers. Vendors may also describe system protocols available from other resources, such as potentially, electric vehicle supply equipment (EVSE).

Off-board BMS should likewise be capable of communicating the remaining range (in miles) of the vehicle, battery pack state of charge, battery pack state of health, and depth of discharge. Preference is for information communicated through one of the following protocols: SEP2.0; OCPP, or MODBUS; however, other communication protocols can be proposed and will be considered. Vendors should describe their communication protocol in detail, noting any host requirements or expectations.

Vendors should propose a BMS that includes systems capable of metering 15-minute average kW readings during both charge and discharge operations. Information shall be stored in memory with date and time stamp. The system shall be capable of storing up to 2 months of 15 minute average power data. Average power shall be recorded on a quarter hour schedule with power recorded for the previous 15 minute time interval. The memory storage shall operate in a continuous ring by overwriting oldest data. Charging power readings shall be taken at the input of the battery charger. Discharging power readings shall be taken at the battery terminals.

The BMS shall, upon receipt of acceptable communication protocol, communicate all battery measurement parameters and charge/discharge power measurements providing USB communication port and provide download of power parameters in a .CSV format.

Vendors should describe the managed charging system included with the vehicle. Expectations are that the system will support the scheduling and/or programming of battery charging by input from on-board BMS or by communication from fleet charging BMS

4.0 Charging Systems

The proposal should include the installation and maintenance of an electric charging system to be owned by the Town at the end of the lease.

Vendors should describe their inverter-charger subsystem and the process for converting AC power from the grid into DC power to recharge the battery pack. If vendors are proposing an AC electric motor, vendors should also describe the process for converting DC power from the battery system into AC power to power the drive train. Proposed inverter-charger systems should assume the vehicle will utilize

bidirectional vehicle to grid (V2G) charging equipment and be connected to AC three phase electricity service.

Vendors should describe their preferred charging/discharging systems noting that the expectation is that vehicles will be capable of bidirectional charging/discharging that conform to the most recent SAE J1772-CCS standards.

Required use of proprietary equipment for bidirectional V2G charging/discharging conforming to SAE J 1772-CCS must be disclosed in the non-price proposal. Equipment cost for required proprietary equipment must be included in the price proposal.

All charging system components shall have UL approval certification or provide documentation that UL approval is in process. If UL approval is not available or process has not yet been begun, the vendor should provide documentation that UL certification process will be actively sought (i.e. demonstrate serious market intentions) during charging systems expected lifetime.

All charging system components, including the coupler/s, shall also meet or exceed the most current SAE Standards and comply with relevant IEEE standards.

5.0 Warranty

Vendor should describe available vehicle, battery and charging system warranty. The District expects all equipment associated with the electric school bus operation to be warrantied for the entire lease period.

6.0 Operating Manuals and Training

The electric powered school bus shall be supplied with complete and detailed operating manual for all systems including power train systems, battery management systems, charging systems, braking systems, heating system, defrost system, cooling system and any other ancillary system supplied with the bus.

Vendors should disclose nearby warranty service centers. If separate centers or entities provide support for hi/low voltage, chassis, or other systems, it should be disclosed in the proposal.

Vendors should propose / describe training to be included with the lease of the vehicle, including training requirements and provision of training for up to five drivers. In addition, to the extent not otherwise covered by the warranty, responding bidders shall describe any mechanical maintenance and repair training, as well as ongoing support provided in support of its maintenance obligations, and who shall be responsible for such training and implementation of the maintenance program.

Vendors should be prepared to provide technical, mechanical, repair and operating manuals on all systems (drive train, battery/energy storage, and inverter-charger). This information should also include a bill of materials or complete list of parts for the vehicle and all subsystems. Descriptions submitted as part of the proposal consistent with this RFP document will not be considered sufficient technical documentation.

Vendors should be willing and able to share all operating data and cost information with the District over the course of the lease.

7.0 Other

Electromagnetic interference compliance: All electronic equipment shall meet or exceed FCC class B requirements. This includes all communication and charging equipment.

Vendors should also note the final vehicle weight, without passengers, but with the proposed drive train and energy storage (battery) systems.

Vendors are also encouraged to provide additional information about their vehicles or systems that they feel warrant more attention or consideration. This section should be limited to two pages, not including photos, tables or charts.

The District reserves the right to modify the specifications of the electric school bus after award of the contract. Prior submission of the final electric school bus order to the bus manufacturing company, vendor should be willing to allow the District to make any final adjustments to the specifications of the electric school bus, including but not limited to installation of 360 degree cameras and seat belts, subject to an upfront payment by the Town to the vendor in order to cover the incremental costs of such modifications.

III. DELIVERY, PRICE AND PAYMENT

1. Performance

The Vendor is required to provide the Cohasset School District with one electric powered school bus that carries at least 70 passengers that meets the requirements described in this RFP, including Appendix A. The bus will be delivered to District's business office located at 143 Pond Street Cohasset, MA 02025.

2. Delivery Schedule

The Vendor will deliver the electric powered school bus consistent with the specifications in their proposal to the Town of Cohasset **no later than September 1, 2023**. The bus may be delivered earlier than the above schedule. If vendors are not able to meet the delivery schedule, they may propose an alternate schedule. However, preference will be given to vendors who are able to meet the requested schedule.

If the vendor fails to deliver the bus within the time schedule specified herein, or if the vendors fails to deliver the electric powered bus on the proposed schedule negotiated by the vendor, or if the vendor delivers a bus that does not conform to all of the provisions of the proposal and contract, the vendor may substitute, at its own cost, an equivalent vehicle that meets the specifications in the contract as an interim solution until the contracted vehicle can be delivered.

If such a substitution is not acceptable or fails to conform to the contract, the district may, by written notice of default to the vendor, terminate the whole or any part of this contract.

3. Model Year

The vendor must indicate the model year of the bus being quoted in the proposal, including the model year of the vehicle body and chassis, if different from the mechanical systems.

4. Price Proposal

The vendor's proposed price must be submitted separately in a separately sealed envelope within the proposal package. Proposed prices should be in the form of a monthly lease price that includes provision of:

- 1) One (1) electric powered school bus that complies with the specifications listed in this RFP
- 2) All maintenance associated with the electric powered school bus during the term of the lease
- 3) All fuel associated with operating the electric powered school bus, assuming total drive-time equivalent to 1,000 miles per year
- 4) Installation and maintenance of an electric charging station consistent with the specifications in this RFP to be owned by the Town at the end of the lease

Monthly price proposals should be submitted for lease terms equal to:

1. 5-years
2. 7-years

A separately-priced monthly lease option that would allow the Town to purchase the bus at the end of the lease for either a fixed amount at the end of the lease or through monthly payments during the term of the lease.

Pricing information must describe how the price was determined and shall include all maintenance, charging equipment and electricity associated with electric school bus charging and electrification. For example, the vendor must indicate the base price for the bus, body and chassis specifications, the itemized cost for the drive train subsystem, energy storage/battery management system and the charging-inverter subsystem, less any grants obtained to offset the cost and/or discounts provided by the vendor. The pricing information must be in a separate sealed envelope contained within the proposal package. Equipment cost for required proprietary equipment, as describe in section 4.0 of the specification schedule, must be included in the price proposal.

IV. PROPOSAL SUBMISSION REQUIREMENT

Vendor proposals shall at a minimum include the following:

1. Prior Experience

The vendor should describe their experience in leasing, managing, and maintaining electric powered school buses that comply with all applicable regulations and laws of the Commonwealth of Massachusetts, and the United States Department of Transportation. The names, addresses, contact persons, email addresses and telephone numbers of at least two prior organizations that have purchased or leased an electric school bus (regardless of state or country) should be included in this proposal.

2. References

The vendor should provide references (names, current phone numbers and email address) from recent work similar to the services requested by this RFP. Preference will be given to vendors who supply at least three (3) recent references.

V. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include two copies of the vendor's pricing information contained in a separate sealed envelope within the proposed package. Pricing information should include monthly lease payments for a:

- 1) Five-year lease
- 2) Seven-year lease

In addition, vendor should provide a separately-priced monthly lease option that would allow the Town to purchase the bus at the end of the lease for either a fixed amount at the end of the lease or through monthly payments during the term of the lease.

The chosen option will become part of the purchase contract.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of the RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed school bus would comply with all applicable laws and regulations.

C. Review Process

The District may at its discretion, request presentations by meetings with any or all vendors, to clarify or negotiate modifications to the vendor's proposal. The District also reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, both from technical and price standpoints, which the vendor can propose.

D. Rule for Award

The contract shall be awarded to the responsible and responsive offeror submitting the most advantageous proposal, taking into consideration all evaluation criteria as well as price.

The contract is expected be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 30 additional days by the District. The objective is to have a final contract in place so that a final order for an electric school bus can be placed with the school bus manufacturers before September 1, 2022.

VI. ELECTRIC BUS SELECTION CRITERIA AND FORMATTING SUBMISSION

Please format your proposal to address the requirements outlined below. These criteria will be used to evaluate proposals.

- A. **Specifications:** The district specifications identify the preferred product. Proposers are scored in their ability to meet these preferences.

Highly Advantageous: Proposal meets all of the specification outlined in Section II and meets all relevant specifications required by law.

Advantageous: Proposal has 1-3 alternatives to the specifications outlined in

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Section II and meets all relevant specifications required by law.

Not Advantageous: Proposal has 4 or more alternatives to the specifications outlined in Section II and meets all relevant specifications required by law.

Unacceptable: Proposal has 4 or more alternatives to the specifications outlined in Section II and/or fails to meet all relevant specifications required by law.

- B. **Qualifications and specific experience:** Proposers should be in the business of managing electric buses, charging facilities, and/or distributed energy resources (DERs) , with prior experience leasing and/or managing electric buses.

Highly advantageous: Electric bus leasing, charging facilities and DER management is a primary business line of the vendor.

Advantageous: Electric bus leasing, charging facilities and DER management is not a primary business line of the proposer, and vendor has been leasing and managing electric buses for 3 or more years.

Not Advantageous: Electric bus leasing, charging facilities and DER management is not a primary function of the proposer, and vendor has been leasing and managing electric buses for less than 3 years.

Unacceptable: Electric bus leasing, charging facilities and DER management is not a primary function of the vendor, and vendor has not leased or managed an electric bus.

- C. **Previous Client Satisfaction:** The District requires references and will make efforts to contact as many as possible for review.

Highly advantageous: All references contacted provide a positive report on vendor's product and service.

Advantageous: 3 or greater of references contacted provide a positive report on vendor's product and service.

Not Advantageous: 2 or greater of references contacted provide a positive report on vendor's product and service.

Unacceptable: Less than 2 references contacted provide a positive report on vendor's product and service.

- D. **Delivery Timeline:** The district has requested delivery of the product no later than September 1, 2023. If vendors are not able to meet the delivery schedule, they may propose an alternate schedule.

Highly advantageous: Proposer will deliver the bus no later than September 1, 2023

Advantageous: Proposer will deliver the bus no later than September 15, 2023

Not Advantageous: Proposer will deliver the bus no later than October 15, 2023

Unacceptable: Proposer will deliver the bus later than October 30, 2023.

1. **Price: PRICE PROPOSALS MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.** The information must include a monthly lease price for both a 1) 5-year lease; and 2) 7-year lease, with options for the District to purchase the vehicle at the end of each lease period. The option to purchase the vehicle may be provided as a fixed price payment at the end of the period, as a monthly increment to the lease, or a combination of both. In addition, the vendor must describe how the price was determined, including all costs and offsetting grants. The proposal with the lowest cost may not necessarily be deemed the most advantageous proposal overall.

Highly advantageous: Low cost proposal with requested level of detail.

Advantageous: Medium cost proposal with requested level of detail.

Not Advantageous: High cost proposal with requested level of detail.

Unacceptable: No price proposal.

VII. CERTIFICATIONS

Required certifications are provided on the following pages and include:

- 1) Certification of Non-collusion
- 2) Statement of State Tax Compliance
- 3) Certificate of Authority (Choose one)
 - a. Corporate – Meeting of Board of Directors
 - b. Sole Proprietor
 - c. Partnership
- 4) Certificate of Certified Bidder
- 5) Conflict of Interest Statement

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of person signing bid or proposal)

(Typed name of person signing bid or proposal)

(Name of business)

STATEMENT OF STATE TAX COMPLIANCE

Pursuant to MGL Chapter 62C, S. 49A, as amended, I _____

NAME & TITLE

authorized signatory for _____

CONTRACTING PARTY

whose principal place of business is at _____

ADDRESS

do hereby certify under the pains and penalties of perjury that _____

_____ has complied with all laws of

CONTRACTING PARTY

the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

CONTRACTING PARTY'S SOCIAL
SECURITY OR FEDERAL I.D. NUMBER:

AUTHORIZED SIGNATURE

DATE

CERTIFICATE OF AUTHORITY

CORPORATE- MEETING OF BOARD OF DIRECTORS

At a meeting of the Board of Directors of _____ duly called
Corporation
and held at _____ on the ____ day of _____, 20____,
Location
at which a quorum was present and acting, it was voted that _____
Name
the _____ of this corporation; and that he/she is hereby
Title/Position
authorized to execute contracts in the name and on behalf of said company, and affix
it's corporate seal thereto; and such execution of any contract or obligation in this
company's name on its behalf by such, under seal of this company shall be valid and
binding upon this company.

*I hereby certify that the above is a true and correct copy of the record, that said vote has not
been amended or repealed and is in full force and effect as of this date, and that*

_____ is duly elected _____ of this Corporation

Clerk or Secretary of the Corporation

Date

Certificate of Corporate Bidder

CERTIFICATE OF CORPORATE BIDDER

I, _____, certify that I am the _____ of the Corporation named as Bidder in the attached Bid Form; that _____, who signed said Bid Form on behalf of the Bidder was then _____ of said Corporation; that I know his/her signature hereto is genuine and that said Bid Form was duly signed, sealed and executed for and on behalf of its governing body.
(Corporate Seal)

Name of Bidder

Address of Bidder

Telephone Number

By: _____
(Signature)

Printed Name

Printed Title

Date

This Certificate shall be completed where Bidder is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing the Bidder on behalf of the Corporation, this certificate shall be completed by another officer of the Corporation.

CERTIFICATE OF AUTHORITY

SOLE PROPRIETOR

I, _____ as a Sole Owner of my Business, _____
Name Business
certify that I am authorized to enter into a contract with the Cohasset Schools on behalf of
myself.

I have set my hand as the Sole Owner of the Business this

_____ day of _____, 20_____.
Day Month Year

Sole Owner Signature

CERTIFICATE OF AUTHORITY

PARTNERSHIP

I, _____, a Principal of _____, do hereby certify that:
Name Partnership

- (1) I am a Principal of _____, a partnership (the "Partnership");
Partnership
- (2) I maintain and have custody of a copy of the Partnership Agreement of the Partnership and a list of the General Partners and Principals of the Partnership assigned;
- (3) I am duly authorized to issue certificates with respect to such Partnership Agreements and such General Partners and Principals;
- (4) I have attached hereto as Certificate Exhibit A, a true, accurate and complete excerpt of the relevant provision of the Partnership Agreement of the Partnership setting forth the authority of a Principal of the Partnership to enter into and sign agreements in the name of and on behalf of the Partnership;
- (5) _____, is on the date hereof, and since or before _____, 20____ has been,
Name Month Year
a Principal of the Partnership as referred to in Certificate Exhibit A attached hereto;
- (6) As a Principal of the Partnership she/he is fully authorized on behalf of and in the name of the Partnership to enter into and to take any and all actions to execute, acknowledge and deliver the contract with the Cohasset Schools, providing for the performance by the Partnership of certain management consulting services, and any and all documents, agreements and other instruments (and any amendments, revisions, or modifications thereto) as she/he may deem necessary, desirable or appropriate to accomplish the same;
- (7) The signature of _____, as Principal of the Partnership affixed to any
Name
instrument or document described in or contemplated by the preceding paragraph shall be exclusive evidence of the authority of said Principal to bind the Partnership thereby;
- (8) The excerpt of the Partnership Agreement of the Partnership attached as Certificate Exhibit A has not been revoked, annulled, or amended in any manner whatsoever and remains in full force and effect as of the date hereof;
- (9) The following persons, whose signatures appear below, have been duly appointed or assigned to and now occupy the positions indicated below in the Partnership:

Signature of Partnership Representative
Title

Partnership Representative Name &

Signature of Partnership Representative
Title

Partnership Representative Name &

Conflict of Interest Statement

The Bidder hereby certifies:

I hereby certify that the Bidder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Bidder with respect to the transaction outlined in the Invitation for Proposals. I also certify that the Bidder understands that the Bidder, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Name of Bidder

Address of Bidder

Telephone Number

By: _____
(Signature)

Printed Name

Printed Title

Date