



Business

Department

School Administration Building
304 New York Ave
Oak Ridge, Tennessee 37830
Phone (865) 425-9005
Fax (865) 425-9060

Request for Proposal

Description of items/services requested:

The Oak Ridge Schools Board of Education is soliciting proposals for service trucks for our Maintenance Department (**RFP 26-003**) **2026 Fleet Trucks for Maintenance.**

General Requirements:

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **2:00 PM EDT, March 11, 2026.** Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist
Re: Fleet Trucks for Maintenance
(RFP 26-003)
Oak Ridge Schools
304 New York Ave
Oak Ridge, TN 37830

SPECIFICATIONS:

Oak Ridge Schools is looking to purchase two separate trucks which will be clearly stated. You may bid on both or only one.

The vehicle bid specifications are based on Ford specifications. Equivalents will be considered.

Item 1:

2026 4x4 Gas Crew Cab Pickup Truck with Tow Package

(Ford F-150 XLT or Equal)

- Model Year: **2026**
- Make/Model: **Ford F-150 XLT Crew Cab 4x4**, or equivalent model meeting or exceeding all listed specifications
- Color: **White** (factory OEM white paint)
- **Gasoline engine** required
- Minimum **V6 gasoline engine** (Ford 2.7L EcoBoost or larger OR equivalent “or equal”)
- Minimum **300 horsepower** and **350 lb-ft torque**
- OEM heavy-duty cooling system recommended
- **Automatic transmission**, minimum 10-speed (or current OEM equivalent)
- **Selectable drive modes** including tow/haul mode
- **4-Wheel Drive (4x4)** with electronic shift-on-the-fly
- Standard or upgraded **off-road capable suspension**

- Power steering
- Four-wheel power disc brakes with ABS
- All-terrain or highway-rated tires, load-rated for vehicle’s GVWR
- Full-size spare tire and wheel
- **Crew Cab (4 full doors)** with seating for **5 or 6** passengers
- Cloth or heavy-duty vinyl seats
- Vinyl floor
- Air conditioning and heater/defroster
- **Power windows and door locks**
- **Remote keyless entry**
- **Backup camera**, integrated with infotainment screen
- Factory infotainment system with:
 - AM/FM
 - Bluetooth hands-free
 - Rear-camera display
- Tilt/telescoping steering wheel
- 12V outlet(s) and USB/USB-C ports
- Factory floor mats
- Electronic Stability Control (ESC)
- Traction Control
- Airbags: front, side, and curtain as OEM standard

- Tire Pressure Monitoring System (TPMS)
- Rearview camera
- Daytime running lamps
- **OEM Factory Tow Package**, including at minimum:
 - Class IV or better hitch receiver
 - **7-pin trailer wiring connector** (and 4-pin if OEM provides)
 - **Integrated trailer brake controller**
 - **Trailer sway control**
 - Transmission and engine cooling appropriate for towing
 - Tow/haul drive mode
- Vendor must provide OEM tow rating documentation for the offered configuration
- Factory white paint
- Black appearance package acceptable
- LED, halogen, or OEM standard headlights
- Factory-installed bed lighting
- Standard 5.5-ft bed
- Spray-in bedliner
- OEM 12V power system
- All auxiliary equipment professionally fused and wired
- Upfitter switches
- Full OEM warranty package, not less than:
 - **3-year/36,000-mile** bumper-to-bumper
 - **5-year/60,000-mile** powertrain
 - **5-year roadside assistance** (or current OEM standard)
- Vehicle must arrive **fully operational**, cleaned, with minimum ¼ tank of fuel
- Include:
 - Window sticker
 - Manufacturer's certificates
 - Owner's manuals
 - Two (2) key fobs
 - Warranty documentation

Item 2:

2026 4x4 Gas Crew Cab Service Truck with Service Body, Keyless Locking & Inverter

(Ford F-350 XL or equal)

- **Make/Model/Year:** 2026 Ford F-350 XL Super Duty Crew Cab 4x4,
 - **Dual Rear Wheel (DRW)**, minimum **GVWR 11,500 lb**
- **Wheelbase:** Appropriate for selected service body (typically 160–176 in). Vendor to match wheelbase to body; no frame stretching unless pre-approved.
- **Color:** **Oxford White** (or OEM standard white).

- **Engine:** OEM **gasoline V8**, minimum **6.8L** displacement (or current OEM gasoline V8 for 2026 MY) producing no less than **300 hp** and **400 lb-ft** torque.
- **Fuel System:** Unleaded gasoline, **minimum 34-gal tank** (larger/twin tanks acceptable).
- **Transmission:** OEM **10-speed automatic** (or current OEM heavy-duty automatic) with tow/haul mode.
- **Cooling:** Heavy-duty engine and transmission cooling, suitable for towing per Section 2.6.
- **Emissions:** Compliant with all applicable **EPA** and **state** emissions requirements at delivery location.

- **Drive:** **4x4** (4WD) with electronic or manual shift-on-the-fly transfer case; **low range required**.
- **Axles:** Heavy-duty front & rear axles sized to GVWR; **limited-slip or locking rear differential**.
- **Suspension:** Heavy-duty springs and shocks appropriate to GVWR and body.
- **Brakes:** 4-wheel power disc brakes with ABS.
- **Steering:** Power steering.
- **Tires/Wheels:** All-terrain or all-season tires, speed/load rated to GVWR; full-size spare tire and wheel.

- **Seating:** Crew cab (4 full doors), seating for **5–6**; heavy-duty vinyl seats (easy-clean).
- **Flooring:** Vinyl/rubber easy-clean floor.
- **Climate:** Air conditioning and heater/defroster.
- **Infotainment:** OEM AM/FM with Bluetooth® hands-free, backup camera display.
- **Power Group:** Power windows, power locks, remote keyless entry.
- **Lighting:** Dome/map lights; exterior cargo lamp.
- **Upfitter Switches:** Minimum **4** factory upfitter switches (or equivalent fused switch provisions).

- Backup camera (integrated).
- Trailer brake controller (integrated).
- Electronic Stability Control and Traction Control.

- Tire Pressure Monitoring System (TPMS).
- Airbags per OEM standard.
- Daytime running lamps.

- **Factory OEM towing package** required, sized to engine/axle ratio.
- **Receiver Hitch:** Class IV (SRW) or Class V (DRW/heavy spec) with **2.5" receiver** and **2" reducer**.
- **Trailer Wiring:** 7-pin RV blade and 4-pin flat connectors.
- **Trailer Brake:** Integrated trailer brake controller.
- **Tow/Haul Mode** and transmission/oil coolers.
- **Minimum Conventional Tow Rating:** Provide OEM rating sheet for the offered configuration (must meet or exceed **12,000 lb** conventional for SRW; **15,000 lb** for DRW; or current OEM rating if higher).
- **Rear Camera/Aim:** Backup camera must remain functional post-upfit.

- **On-Board Inverter: 120V AC pure sine wave inverter** suitable for charging cordless/battery-powered tools.
 - **Continuous Output:** $\geq 1,000$ W continuous (**1.5–2.0 kW** preferred).
 - **Peak Output:** $\geq 2,000$ W.
 - **Outlets:** Minimum **(2) GFCI-protected 120V receptacles** mounted in a weather-protected location on the service body, plus **(1) interior 120V outlet** in a curb-side compartment.
 - **Protection:** GFCI, overload, short-circuit, and low-voltage cut-off.
 - **Integration:** Properly fused connection to vehicle electrical system with dedicated battery protection; labeled disconnect switch; comply with **NEC** best practices for vehicle upfits.
 - **Charging Use Case:** Vendor must certify suitability for charging typical 18–60V lithium-ion tool batteries and chargers (Milwaukee/DeWalt/Makita or similar).
 - **Optional (alternate add):** 12V-to-120V inverter with **idle-up** integration and/or **secondary AGM/Deep-cycle auxiliary battery** with automatic charge relay. Provide add/alt pricing.

- **Type: 8'–9' utility/service body** compatible with crew cab wheelbase and selected GVWR; body must not exceed axle ratings or compromise OEM ratings.
- **Construction:** Heavy-gauge steel (or aluminum "or equal"), fully seam-welded; reinforced floor; corrosion-resistant primer and **white** topcoat matched to cab.
- **Compartments:**
 - **Both sides:** minimum **3 vertical compartments per side** (front tall, middle, rear) plus full-width tailgate/work surface.
 - **Shelving:** Adjustable shelves with dividers in all vertical compartments.
 - **Top Lids (optional):** Flip-top bins or open top with removable trays on request—vendor to confirm.
 - **Rear Work Surface:** Slam-action tailgate or equivalent; anti-skid surface.

- **Lighting & Compliance:** LED marker, stop/turn/tail; backup lights; DOT/SAE compliant; reflectors as required.
- **Bumper:** Heavy-duty step bumper compatible with tow receiver; anti-skid surface.
- **Bed/Deck:** Non-skid treadplate or spray-in liner on cargo floor and bumper steps.
- **Tie-downs:** Minimum **4** tie-downs in cargo area.
- **Ladder/Material Racks:**
 - **Include** removable or fixed **over-cab ladder/material rack**, 1,000 lb minimum distributed capacity.
 - Tie-down rings and front stop.
 - Rack must not interfere with cab roof antenna or third brake light camera view.
- **Compartment Lighting:** LED strip or puck lighting in all compartments, switched with door activation where feasible.
- **Weatherproofing:** Automotive bulb or D-bulb seals, drip rails, stainless hinges, and latches.
- **System: Centralized, keyless power locking** on **all** service body compartment doors, integrated with the truck's **remote key fob** where feasible.
- **Controls:** Lock/unlock via OEM remote and an **external master keypad** or **master switch** on the body.
- **Indicators:** Visual/audible confirmation (e.g., flash or chirp) acceptable if compliant with local ordinances.
- **Security:** Stainless steel paddle latches or equivalent; shielded linkages; all cylinders keyed alike; provide **(3) keys** and remote fobs.
- **Fail-Safe:** Manual key override for all doors.
- Use **factory upfitter switches** where possible; otherwise provide labeled, fused switch bank in cab.
- All added circuits **fused/breakered**, loomed, and supported; wiring diagrams to be provided at delivery.
- **Battery Protection:** Low-voltage cutoffs or auxiliary battery recommended for inverter loads.
- **Grounding:** Star-ground or OEM-approved grounding; no paint-through grounds.
- **Tow Hooks:** Front tow hooks.
- **Mudflaps:** Behind rear wheels.
- **Fire Extinguisher & First Aid Kit:** 2.5 lb ABC fire extinguisher w/ bracket; basic ANSI first aid kit mounted in cab.
- **Triangle Kit:** DOT reflective triangle kit.
- **Floor Mats:** Heavy-duty front/rear mats.
- **Owner's Docs:** Operator manuals for truck, service body, inverter, and locking system.
- Vendor must state **GVWR, GAWR (front/rear)**, curb weight (post-upfit), and **payload**.
- Vendor must state **conventional** and **weight-distributing** tow ratings for the exact configuration.

- Service body weight and center-of-gravity must not exceed OEM limits; documentation required.
- **Cab:** OEM e-coat and paint.
- **Body:** Zinc-rich primer and two-component urethane topcoat **white** to match cab (or OEM white powder coat).
- **Hardware:** Stainless steel hinges/fasteners where exposed; cavity wax/rustproofing in seams.
- **Warranty:** Minimum **5-year perforation** on body (or manufacturer standard if longer).
- **FMVSS, SAE, DOT** lighting compliance.
- **OSHA** considerations for safe access and egress.
- Electrical work per **NFPA/NEC** best practices for vehicle upfits.
- **EPA/state emissions** compliance at delivery.
- **Title/Registration:** Must be eligible for titling/registration in **Tennessee** at delivery. Provide MSO and all documentation.
- **Chassis:** OEM **3 yr/36,000 mi** bumper-to-bumper (or current), **5 yr/60,000 mi** powertrain (or current), **5 yr/60,000 mi** roadside assistance (or current). If different for 2026 MY, vendor to state current coverage.
- **Service Body: Minimum 3 years** structural warranty.
- **Electrical/Locking/Inverter: Minimum 2 years** parts & labor.
- **Corrosion:** Per Section 4.
- **Local Service:** Identify nearest authorized service centers for chassis and body.
- **Delivery:** Units must arrive **ready for service**, fueled ($\geq \frac{1}{4}$ tank), clean, and meeting all specs.
- **Pre-Delivery Inspection (PDI):** Completed; include PDI checklist.
- **Training:** On-site orientation (if needed) covering 4x4 system, towing, inverter operation, and keyless locking.
- **Documentation:** Build sheets, certification labels, wiring diagrams, manuals, spare keys/fobs, warranty contacts.
- Vendors must attach a **line-by-line** exceptions table for any deviations and provide **manufacturer cut sheets** for chassis, service body, lock system, inverter, rack, and towing equipment.
- Agency reserves the right to accept or reject substitutions in the best interest of the agency.

Submission Requirements:

1. A detailed bid form, which includes quantity and unit cost must be included in the bid package. Please include specification sheets on all products/terms.
2. **Two full copies of the proposal must be submitted**, with original Bid Forms included with each copy.
3. A detailed description of all warranties and support for equipment and software must be included.
4. A copy of your W-9 should be included with bid documents.
5. Any questions should be directed to Mary Ann Riley via email: orspurchasing@ortn.edu

Schedule

1. Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge, TN 37830 at **2:00pm, March 11, 2026.**

Bidding Procedures

Location: All bids must be submitted to the Oak Ridge Schools Business Department at or before the announced deadline.

Mary Ann Riley,
Purchasing Specialist
2026 Fleet Trucks
(RFP 26-003)
304 New York Ave.
Oak Ridge, TN 37830

Award of Contract: The owner (Oak Ridge Schools) 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. Oak Ridge Schools 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 Oak Ridge Schools. 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. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak Ridge Schools) 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."

EDGAR Certification: The EDGAR certifications and provisions are required and applied when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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 Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bids will be denied if these provisions are not included in the contract.

Non-Boycott of Israel Affidavit: Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to TCA 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

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

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 Oak Ridge Schools Business Department discourages the practice of picking up checks in person unless there is an emergency situation.

Purchase: No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

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: Oak Ridge Schools 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." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

Vendor Indemnify: Oak Ridge Schools 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.

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: **2026 Fleet Trucks**
RFP 26-003

Bid Opening: **2:00 PM EDT, March 11, 2026**

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Main Bid: *This Price is to be for the complete package including delivery. ALL COSTS ARE TO BE INCLUDED IN THE FINAL PRICE.*

Bid Amount Item 1: \$ _____ USD

Bid Amount Item 2: \$ _____ USD

**** You may bid on either one or both specified trucks. ****

Purchase subject to funding. ORS reserves the right to purchase either one or both.

Company: _____

Signature: _____

Title: _____

Date: _____

Please attach detailed specifications.

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____

Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: _____

By: _____

Title: _____

STATE OF _____

County of _____

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of

_____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____, year of _____.

Notary Public

My Commission Expires: _____

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

Signature

Date

Printed Name

Title

Name of Firm/Company

*https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Annotation_12-12-106_Iran_Divestment_Act-July.pdf

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY DESIGN-BUILDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this _____ day

of _____, _____.

Signature of Officer

Notary Signature

Typed Name of Officer

Office

Notary Seal

WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.