



Des Moines Independent Community School District  
Division of Purchasing  
1915 Prospect Road  
Suite 1200  
Des Moines, Iowa 50310  
Phone (515)242-7751  
Fax (515)242-7550

February 12, 2016  
Graham Commercial Tire  
137 NE 48<sup>th</sup> Place  
Des Moines, IA 50313  
Attn: Rod Becker

Re: B6741 Tires for Transportation – Third Extension  
Mr. Becker:

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the **third extension** of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid.

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete and sign the attached document, and return the signed Proposal for 2016-2017 no later than March 9, 2016 to:

Des Moines Public Schools – Purchasing Department  
1200 Prospect Road Suite 1200  
Des Moines, IA. 50310

Sincerely

Purchasing Agent  
Des Moines Public Schools

**Non – Discrimination Policy:**

*It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 [Isaiah.mcgee@dmschools.org](mailto:Isaiah.mcgee@dmschools.org) Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C*

**Debarment Policy:**

*The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.*

**Payment Policy:**

*The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment*

**Acknowledgement & Certification:**

*Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.*

**FORM OF PROPOSAL**

Des Moines Public Schools  
Division of Purchasing  
1915 Prospect Road  
Suite 1200  
Des Moines, IA 50310  
Phone (515)242-7751  
Fax (515)242-7550

No: B6741  
Date Issued: 4/17/13  
Date Due: 5/6/13  
Time: 3:00 p.m.

BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION Mark Mattiussi, Purchasing Agent

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**Description**

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**TIRES FOR TRANSPORTATION DEPARTMENT**

As per the attached list of requirements, special conditions and general terms and conditions

**THIRD EXTENSION**

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**Period of Contract**

This contract is for the period July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest

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The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isalah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 [Isalah.mcgee@dmschools.org](mailto:Isalah.mcgee@dmschools.org) Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below. Delivery shall be made between the hours of 8:00 a.m. and 3:30 p.m. at: Des Moines Public Schools Transportation Department 1915 Prospect Road Des Moines, IA. 50310

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Company Name: Graham Commercial Tire Street Address: 137 NE 48th PL.  
Representative Name: Mike Correy / Mike Correy City: Des Moines State: IA Zip: 50313  
Representative Title: Sales (Sign) Phone: 515-251-7198 Fax: 515-243-2129

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## Acknowledgment & Certification

Graham Comm. Tire ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.



Special Conditions  
Tires: Trucks, Bus, & Other Vehicles  
FY 2016-2017

**General**

This Quote covers all purchases of tires (trucks, bus, tractor, etc.) for said vehicles for the period of July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The contract amount for the second through the fifth year shall be negotiated at the close of the preceding year. The renewal option may not be exercised if it is not in the District's best interest. The Bid will be awarded to a single vendor meeting the District's requirements with the lowest responsive, responsible costs. The District does retain the right to make any and all decisions in the best interest of the District.

**Purchases**

All tires to be purchased as needed and billed as delivered. The Bidder is to quote prices on the attached list of tires required by the District, with both NEW and RE-CAP prices being bid. The quantities on the quote are estimates only; no guarantees are given for actual quantities to be purchased. Quote is to include all charges for dismounting (old tires) and mounting and / or balancing new tires on School District wheels and / or rims. All work to be at contractor's shop location (within the Metro Area). Delivery and pick up shall be made by the School District.

**Bidders' Inventory**

The successful bidder will be expected to keep on hand a sufficient inventory of the types of tire commonly purchased by the District.

Quote must also list lead time for mounting tires on rims as supplied by the District.  
Contact information must be given on quote.



Q6741

FY 2016-2017 THIRD EXTENSION

## TIRES FOR TRANSPORTATION DEPARTMENT

## Form of Proposal Worksheet

Tire Type/Size	Quantity	Cost New	Cost Recap
10R/22.5 Steering Tire	30	299.88	—
10R/22.5 Drive Tire	80	334.40	100.00
11R/22.5 Steering Tire	30	275.72	—
11R/22.5 Drive Tire	50	325.18	105.00
255/70R 22.5 Drive Tire	20	307.27	95.00
255/70R 22.5 Steering Tire	10	261.65	—

*These are all Goodyear Products*

Lead time for Placing tires on Rims after drop off:

*1/24* days/hoursCompany Name: *Graham Comm. Tire*Company Address: *137 NE 48th PL.  
Des Moines, Iowa 50313*Contact Name: *Mike Correy*Phone Number: *515-251-7198*Fax Number: *515-243-2129*Business Hours: *7:00-5:00 P.M. M-F and 7:00-NOON Saturday*