



Ell-Saline District Office

(785) 914-5602 • FAX (785) 225-6815

412 E Anderson St • Brookville, KS 67425

**UNIFIED SCHOOL DISTRICT NO. 307 (ELL-SALINE)
REQUEST FOR BIDS (RFB)
Purchasing One Used Truck**

Issue Date: January 30, 2026

Bid Number: USD 307-Vehicle RFB2026-02

Bid Submission Deadline: 12:00 p.m. - February 4, 2025; Bids may be submitted via email or by certified mail. All bids should be clearly marked “Bid – USD 307 Truck”

Bid Opening: Bids will be reviewed and evaluated at 12:00 p.m./noon on February 4, 2026. Arrangements to inspect and drive vehicles may be made at the discretion of the School District after bids are evaluated for completeness

Location: Ell-Saline District Office,
412 E Anderson, PO Box 157
Brookville, KS 67425-0157

Contact: Brian Rowley Phone: 785-914-5602 Email: browley@ellsaline.org

1. Purpose

Unified School District No. 307 (Ell-Saline) (“District”) hereby invites bids from qualified vendors for the following:

1. The **purchase** of one (1) truck.

2. Vehicle Specifications

The truck shall meet or exceed the following minimum requirements:

- Model: 2022 or newer vehicle.
- ¾ Ton Pickup Truck (2500, 250 model or similar)
- Maximum mileage at time of delivery: **60,000 miles or less** (lower miles preferred).
- Drivetrain: Four Wheel Drive
- Seating: Regular or Full Cab will be considered. Full Cab preferred.
- Two (2) key fobs included.
- Back-up (Rear-view) camera.

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- Remote start function.
- Clean vehicle history (no major accident damage; service records available).
- Non-smoker vehicle interior (no odor, pet damage, or smoke damage).
- Automatic transmission.
- Gasoline – Diesel Trucks will not be considered
- Trailer Towing Package included
- Exterior color: Preferred colors are Gray, Silver, White, or Red. Bids for other colors may be considered but ranking may favor preferred colors.
- Spare tire, jack, tire iron, and complete set of tools for changing a tire must be included (the factory or aftermarket full-size spare preferred; acceptable to have compact spare if labeled, but full-size preferred).
- **No sunroof or moonroof**—vehicles must be configured without a panoramic roof, sunroof or moonroof.
- Vehicle must be delivered with all standard factory warranties active, titles clear, and registration completed.

4. Submission Requirements

Bidders must submit:

- A sealed bid envelope clearly marked: “Bid – USD 307 Truck Bids”
 - Bid form (attached) completed in full.
 - Description of each truck offered (make, model, year, mileage, VIN if available, color, specification compliance and additional equipment).
 - Pricing: Separate pages must be submitted for each truck offered with out-the-door price clearly marked. USD 307 Ell-Saline is a tax-exempt entity.
 - Confirmation that the vehicle meets each specification (or list deviations and justify).
 - Warranty information (factory and any dealer-added warranty).
 - Evidence of clean vehicle history (for the offered replacement vehicles) including CarFax or equivalent report.
 - Statement that the vehicle is non-smoker and interior is in good condition.
 - Proof of vendor’s ability to perform (dealer license, references, etc.).
 - Any additional fees or charges (destination, title transfer, documentation, additional accessories, etc.).
 - Acknowledgment that bidder has reviewed the bid documents, understood the requirements, and agrees to the terms and conditions contained herein.
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5. Evaluation Criteria

The District will evaluate bids based on, but not limited to, the following:

- Compliance with specifications.
- Mileage of offered vehicles (lower miles preferred).
- Vehicle condition, history and warranty.
- Net cost to the District.
- Color preference match (Gray, Silver, White or Red preferred).
- Delivery timeline.
- Vendor reputation and references.
- Ability to meet all required features and accessories.
- Completeness and clarity of the bid submission.

The District reserves the right to accept or reject any or all bids, to waive any informalities or irregularities, and to make award in the best interest of the District.

6. Award and Contract

- The District anticipates awarding the contract within 10 business days or less after bid closing.
- The successful bidder will enter into a purchase agreement with USD 307 for the preferred truck
- The contract shall include delivery of the vehicles, title transfer, registration, and all necessary documentation.
- Payment terms: District will issue payment within 5 days after acceptance of vehicles and receipt of invoice.
- Title and registration must be transferred to Unified School District No. 307 – Ell-Saline, Brookville, Kansas.
- Seller shall supply all documentation of warranty, vehicle history, and any applicable manufacturer contracts.

7. Terms and Conditions

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- The District reserves the right to accept part of a bid, reject a bid in whole or part, or negotiate changes with the successful bidder.
- The District reserves the right to reject any bid that fails to comply with specified conditions or bid process.
- The duties and obligations of the vendor will be documented in the contract executed by the parties.
- The vendor shall comply with all applicable federal, state, and local laws, regulations, and school district policies.
- All vehicles offered must meet all federal motor vehicle safety standards and Kansas registration requirements.
- The District makes no guarantee of purchase; the award depends on available funding and board approval.

9. Bid Opening and Award Notification

Bids will be opened at the time and place specified above. Attendance by bidders is not required. The public portion of the bid opening will list bidder names and net bid amounts; further details may be confidential until award. The District will notify the successful bidder in writing and post award information as required by law.

10. Questions / Clarifications

Location: Ell-Saline District Office,
412 E Anderson, PO Box 157
Brookville, KS 67425-0157

Contact: Brian Rowley Phone: 785-914-5602 Email: browley@ellsaline.org

11. Bid Form (Attached)

We appreciate your interest in submitting a bid to Unified School District No. 307 (Ell-Saline) and look forward to your proposal.

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USD 307 Ell-Saline

Truck Bid Form

Dealership: _____

Dealership Address: _____

Authorized Agent of Dealership: _____

Proposed Vehicle #1: _____

Price: _____

Please attach a description of each replacement vehicle offered (VIN, make, model, year, mileage, color, specification compliance).

Acknowledgment and Agreement

By signing below, the undersigned acknowledges that they have read, understand, and agree to all terms, conditions, specifications, and requirements contained in this Request for Bid (RFB) and any accompanying documents. The undersigned further certifies that all information provided in this bid is true and accurate, that the bid is made without collusion with any other bidder, and that the bidder agrees to perform all obligations and responsibilities as outlined, should their bid be accepted by USD 307 Ell-Saline School District.

Signature: _____

Date: _____

Title: _____

Dealership: _____

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