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RFP# 20466 - 8-10 Passenger Van
DATE ISSUED: Thursday, May 18, 2023
PROPOSAL DUE: Thursday, June 1, 2023 10:00 am EST

TABLE OF CONTENTS

SECTION I - INSTRUCTIONS TO BIDDERS
SECTION II - SPECIFICATIONS
SECTION III - BID PROPOSAL FORM

SECTION I - INSTRUCTIONS TO BIDDERS

Portage Public Schools is seeking proposals for one (1) new 2023 or newer full-size van with a **maximum** capacity of 10 passengers - including the driver. Bidder to state and include a copy of full and complete manufacturer's standard warranties on the vehicle and any available optional extended warranties. Please specify your best-estimate delivery time on the vehicle.

1. Vendors must submit two (2) paper copies, and one (1) digital copy of your response on a USB or other digital media. **Faxed/emailed responses will not be accepted.** Proposals must be received by **10:00 am EST on Thursday, June 1, 2023. Late proposals will not be accepted.**

2. **Send or deliver the bid to:**

Portage Public Schools
RFP# 20466
Attention: Kristina Lafferty, Purchasing
8107 Mustang Drive
Portage, MI 49002

3. **Responses must include the following three (3) signed and notarized forms:**

Legal Status of Bidder
Familial Relationship Disclosure Statement
Iran Economics Sanctions Act

4. All inquiries concerning this proposal shall be directed to Kristina Lafferty via email to: **klafferty@portageps.org** so that questions and responses may be shared with all vendors

The Portage Public Schools Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of Portage Public Schools.

SECTION II - SPECIFICATIONS

Van is to meet the following minimum specifications:

- 8-10 passenger van (including driver)
- Vehicles are to meet or exceed all applicable FMVSS requirements
- Engine, gasoline
- Transmission – automatic w/overdrive
- Rear differential – limited slip
- Prefer All wheel drive
- Power steering
- Power brakes – ABS with 4 wheel discs
- Tires - all season tread to include full size spare tire
- Bumpers, front and rear – painted
- Doors – all doors are to be swing out type, no sliding doors
- Cruise Control
- Mirrors – left and right exterior, remote operated with controls within reach of the driver
- Passenger windows, including rear cargo doors – tinted
- Seating – front buckets, rear benches
- Safety belts required for all seating positions
- Seat covering – heavy duty vinyl
- Wiper control – intermittent
- Instruments – tachometer, voltmeter, oil pressure, temperature, fuel – all gauges not lights
- Audio System – AM/FM/CD/Clock
- Full length headliner
- Dome lights – door activated in passenger and cargo areas
- Floor covering, full length vinyl
- Cargo area behind rear bench seat
- Color – specify available color options and or colors available. (Prefer a gray or neutral color)
- Air conditioning, front & rear, with controls within reach of the driver
- Proposal pricing must include any/all delivery or additional charges.

Bidder to state and include a copy of full and complete manufacturer's standard warranties on vehicle and any available optional extended warranties.

The Portage Public Schools reserves the right to complete final vehicle inspection prior to delivery acceptance.

Vendors may submit multiple and/or additional proposals for alternate optional vehicle(s) that meet or exceed the needs of the school district up to the maximum capacity of 10 passengers including the driver.

SECTION III -PORTAGE PUBLIC SCHOOLS BID PROPOSAL FORM
(Pages 3 to 7)

0.1 NAME OF BIDDER

Vendor Name: _____
Address: _____
Contact Person: _____
Phone: _____
E-mail: _____

0.2 PROJECT NAME

Project Name: **RFP #20466 8-10 Passenger Van**

0.3 PRICING:

One (1) new 2023 or newer full-size passenger van:

- Vehicle Make/Model: _____
- Vehicle Year: _____
- Maximum Passenger Capacity (including driver): _____
- Cubic Feet of Cargo Capacity (separate from passenger area): _____
- Unit Price, Delivered*: _____
- Estimated Delivery Date: _____

NOTE TO VENDORS:

- You must complete a separate bid proposal form for each different vehicle type proposed.
- Include complete vehicle specification sheets and warranty information for each vehicle being proposed.
- Vendors may submit alternate optional vehicle(s) that meet or exceed the need of the school

0.4 ATTACHMENTS TO BID PROPOSAL FORM

A. The undersigned acknowledges the following are included with the Bid Proposal Form
(Please Initial all that apply):

1. Unit Pricing: YES

2. Detailed Product Specifications: YES
3. Manufacturer Standard Warranties: YES
4. Optional Extended Warranties: YES
5. Legal Status of Bidder: YES
6. Familial Relationship Disclosure Statement: YES
7. Iran Economics Sanctions Act: YES
8. Certify that the bid includes all delivery charges. YES

LEGAL STATUS OF BIDDER - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

- A. A Corporation organized and existing under the laws of the State of _____
- B. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Address: _____

Title: _____

Signature: _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____(the "Bidder"), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____(Bidder Signature)

Title: _____(type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20__A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

Signature of Notary

IRAN ECONOMIC SANCTIONS ACT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at the time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business", as that term is defined in the Act.

Signature

Title

Company

Date