



Request for Proposals

R.F.P. #20462 - Vans

DATE: September 21, 2021

DUE: October 6, 2021 at 11:00AM

1. **TO ALL BIDDERS**

Portage Public Schools is seeking proposals for three (3) new **2021 or 2022 full-size** vans with a **maximum capacity of 10 passengers** including the driver. Please specify your best-estimate delivery time on the vans.

2. **DUE DATE**

Please **return your "sealed" proposals** on the enclosed form with your specification sheets and brochures **to the Purchasing office** no later than **October 6, 2021 at 11:00AM** marked:

Portage Public Schools

Attention: Purchasing Dept. Sealed Proposal #20462

8107 Mustang Drive

Portage MI 49002

3. **MINIMUM SPECIFICATIONS**

Listed below are the minimum specifications Portage Public Schools will accept. Proposal pricing must include any/all delivery or additional charges.

Vans are to meet the following minimum specifications:

- 8-10 passenger vans
- 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 grey or neutral color)
- Option for full air conditioning, front & rear, with controls within reach of the driver
- Option for raised roof- if available

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 meets or exceeds the needs of the school district **up to the maximum capacity of 10 passengers including the driver.**

No late bids will be accepted. The District reserves the right to consider bids that have been determined by the District to be received late due to mishandling by the District after receipt of the proposal and no award has been made. Portage Public Schools reserves the right to accept or reject any or all bids in whole or in part, or to waive any informalities. If in the District’s opinion it is in their best interest, awards may be made to other than the lowest bidder, for reasons of establishing uniformity, quality, delivery time, etc.

If you have questions about these specifications, please contact Jody Stoner, Transportation Manager, at 323-5192 between the hours of 8:00 am and 2:00 pm.



Thank you for your time and interest in responding to this RFP.

PROPOSAL FORM

For

RFP # 20462

Response Due Date: October 6, 2021 at 11:00 am

Three (3) new 2021 or 2022 full-size passenger vans:

- Vehicle Year/Make/Model: _____
- Maximum Passenger Capacity (including driver): _____
- Cubic Feet of Cargo Capacity (separate from passenger area): _____
- Unit Price, Delivered*: _____
(*Price must include any/ all delivery or additional charges)
- Additional Cost for Option Air Conditioning Front & Rear: _____
- Estimated Delivery Date: _____

Vendors please note:

- You must complete a separate bid proposal form for each different vehicle type bid.
- Include complete vehicle specification sheets and warranty information for each vehicle being proposed.
- Vendors may submit alternate optional vehicle(s) that meets or exceeds the needs of the school district **up to the maximum capacity of 10 passengers (including driver).**
- **All legal forms must accompany each bid submission.**
- Notarization is required where requested.

Proposal submitted by:

Vendor: _____

Sales Representative: _____

Date: _____

Phone #: _____

Fax #: _____

Email Address: _____



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).

Firm Name: _____

Name, title and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

A Corporation organized and existing under the laws of the State of _____

PORTAGE AFFILIATION (If it pertains):

Do you maintain a permanent office, factory, or other facility in Allegan, Barry, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties with employees working in any of these counties? If yes, please provide the address: _____

Have you paid real or personal property taxes relating to said business in the previous tax year? _____



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