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Request for Proposals

R.F.P. #20424

DATE: October 20, 2017

DUE: **November 1, 2017 at 11:00AM**

1. **TO ALL BIDDERS**

Portage Public Schools is seeking proposals for three (3) new **2017 or 2018 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 **November 1, 2017 at 11:00AM** marked: **“Attention: Purchasing Dept. Sealed Proposal #20424.”**

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:

- Vehicles are to meet or exceed all applicable FMVSS requirements
- Engine, gasoline
- Transmission –automatic w/overdrive
- Rear differential – limited slip
- Rear or 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
- 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
- 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.**

The Portage Public Schools reserves the right to accept or reject any/all bids received.

If you have questions about these specifications, please contact Mike Westbrook, Transportation Manager, at 323-5151 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

Portage Public Schools

RFP #20424

Response Due Date: November 1, 2017 at 11:00AM

Three (3) new **2017 or 2018** full-size passenger vans:

- Vehicle Year/Make/Model: _____
- Maximum Passenger Capacity (including the 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 Optional Air Conditioning Front & Rear: _____
- Estimated Delivery Date: _____

Vendors please note:

- **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 the driver.**

Proposal submitted by:

Vendor: _____

Sales Representative: _____

Date: _____

Phone #: _____

Fax #: _____

Email Address: _____

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

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 member of the Portage Public Schools Board of Education or the Superintendent of Schools.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), 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 member of the Portage Public Schools Board of Education or the Superintendent of Schools. 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 _____, State _____

My Commission expires _____.

Signature of Notary

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 offences 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).

Vendor/contractor will notify the Portage Public Schools Business Office immediately upon becoming suspended or debarred if there is any current or ongoing contract or agreement in place between the district and the vendor/contractor.

Firm Name: _____
Address: _____
Phone & E-mail: _____

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

Name: _____
Title: _____
Signature: _____