

Request for Proposal (RFQ)

RFP Number	001651
Date Issued	July 13, 2022
Closing Date	July 26, 2022; 2:00pm local time
Procurement Officer	Sean Burke; 620.235.4167; swburke@pittstate.edu
Item	One (1) New Vehicle for the College of Arts & Sciences
Agency & Location	Pittsburg State University (PSU) in Pittsburg Kansas
Scope	Pittsburg State University is seeking quotations for a new Ford Transit 15 passenger van for the College of Arts & Sciences.
Period of Contract	One-time purchase
Bid Submittal	Submit bid by e-mail to swburke@pittstate.edu

1. When communicating, always refer to the Request for Quotation number above.
2. In order to receive consideration for award, one copy of this "Request for Quotation," a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this proposal.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

Vendor Name	
Total Proposed Price	

Contact person for technical questions is Andrew George at adgeorge@pittstate.edu

Contact person for bid related questions is Sean Burke at swburke@pittstate.edu

Pittsburg State University is seeking quotations for a new Ford Transit 15 passenger van for the College of Arts & Sciences per the following specifications*:

- **Make/model:** Ford Transit – 15 Passenger Van
- **Condition:** New

Interior

Dark Palazzo Grey
Dark Palazzo Grey Cloth, 2-Way Manual Driver and 2-Way Manual Passenger Seats
Large Center Console
Floor Covering – Front and Rear Vinyl
Illuminated Sun Visor
B-Pillar Assist Handle (Low Roof)
Rearview Mirror
Seat Configurations – Fifteen (15) Passenger
Front and Rear Auxiliary A/C and Heater
Cruise Control with Adjustable Speed Limiting Device (ASLD)
Full Rear Compartment Lighting
SYNC 4, 12” Multi-Function Display with Connected Built In Navigation

Powertrains

3.5L PFDi V6 Engine
Rear Wheel Drive
Speed Select Shif Automatic Transmission
Non Limited Slip Axle

Packages

Exterior Upgrade Package – SRW

Please include pictures (if available), estimate of availability, and a line item pricing with all quotations.

*PSU is aware of the supply chain issues in the current market and is willing to accept quotations for vehicles that vary from the listed specifications if necessary. The preference is to purchase a new vehicle, however, vehicles in like new condition with 40,000 miles or less will be considered.

PSU reserves the right to forego award of this bid or select multiple quotations to award.

Contact person for technical questions is Andrew George at adgeorge@pittstate.edu

Contact person for bid related questions is Sean Burke at swburke@pittstate.edu

General Provisions/Signature

Tax Clearance Certification: Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR):

<http://www.ksrevenue.org/taxclearance.html>

W9 Form: Vendors who are new to PSU should submit a copy of their W-9 with bid response. The form can be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf

DA-146a Contractual Provisions: The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

NEW MATERIALS, SUPPLIES, OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

COMPARABLE PRODUCTS: Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

ACCEPTANCE OR REJECTION: PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

PAYMENT: Payment will be made upon receipt of shipment by PSU.

FREIGHT COST INFORMATION: FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:
- **Signature:** _____
- **Date:** _____