

Dr. Jay Ensley, Superintendent

Dr. Raquel Greer, Asst. Superintendent

Request for Proposal – 2021 Minivan

USD 263- Mulvane is requesting proposals from qualified Dealers to provide the District with 1 new 7 passenger rated minivan. The manufacturer's rated capacity for the van cannot exceed 7 passengers. The selected dealer will be responsible for meeting or exceeding all vehicle specifications listed in this Request for Proposal (RFP). Proposals received after the deadline will be returned unopened. Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the District. The District reserves the right to request additional information or clarification if needed, upon review of your Proposal. This Request for Proposal should not be construed as a guarantee of business or contract. The objective of this RFP is to select a dealer which, based on the content and evaluation of the proposals received, will best serve the needs of the District at this time. However, the District may also, upon review of proposals, elect not to award a contract to any respondent. Questions regarding this RFP may be submitted by email or phone to:

CONTACT PERSON

Brad Canfield
628 E. Mulvane St.
Mulvane, KS 67110
(316)777-1102
bcanfield@usd263.org

MINIMUM VEHICLE REQUIREMENTS/OPTIONS:

- *V-6 engine*
 - *Automatic transmission*
 - *Passenger seating for 7 including driver*
 - *Number of keys: 4*
 - *Interior: cloth or vinyl*
 - *Cruise Control*
 - *Air Conditioning front and rear*
 - *Reverse sensing system*
 - *Exterior color: white*
 - *Interior color: gray or black*
 - *Rubber or carpet flooring*
 - *AM/ FM Radio*
 - *Sliding side doors*
 - *Other:*
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INSTRUCTIONS, TERMS AND CONDITIONS

- By signing and submitting a response to this RFP the dealer acknowledges receipt and acceptance of these Instructions, Terms and Conditions.

ACCEPTANCE OR REJECTION OF RESPONSES

- Proposals will be evaluated by District personnel familiar with the requirements of this RFP and the needs of the District
- The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified organizations
- The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the District's requirements and needs
- The District reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process
- The Dealer agrees that failure on its part to list all cost components related to the purchase will not constitute an acceptable justification to re-quote the proposal
- The Dealer acknowledges that the original proposal and costs provided stand. However, the dealer has the option of withdrawing a proposal at any time until a final contract is executed
- The District reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted
- The District reserves the right to negotiate terms and scope of work with the lowest responsible bidder. If an agreement cannot be negotiated, the District reserves the right to negotiate with another bidder
- The District may, at its option, request additional information or ask for clarification from respondents, if necessary
- A final contract will be awarded to the lowest responsible bidder per KSA 72-5211

Note: Although price is of prime consideration in determining the lowest responsible bidder, it is not the sole determining factor. The determination may involve all or some of the following factors: price, previous experience and performance, conformity to specifications, delivery schedule, compatibility, other costs, other objective and accountable factors which are reasonable and any other considerations that may be deemed relevant by the District.

SUBMISSION OF PROPOSALS

- Proposals may be submitted (in person, fax, writing, email) to:

*USD 263 District Office
Attention: Brad Canfield
628 E. Mulvane St.
Mulvane, KS 67110
(316)777-1102
bcanfield@usd263.org*

- By deadline date: April 21, 2021 – 2:00PM
- All proposals received after the bid deadline shall be returned to the Vendor unopened

ASSIGNMENT PROHIBITED

- No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the School Board

DELIVERY

- Vehicles must be delivered or be available within a 100mile radius of the District for pick-up. Vehicle shall be made available no more than 30 days after the Dealer receives a purchase order

INSPECTION

- Vehicle(s) shall have the Kansas State Department of Education, Part I Mechanic Inspection and form completed prior to delivery in compliance with Kansas law. Form and information can be obtained by following this link
<https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/Bus-School-Vehicle-Inspections>

NO CONTACT WITH SCHOOL BOARD MEMBERS

- Respondents may not contact any member of the USD 263 School Board (or any District employee, except as provided herein) regarding this RFP, unless specifically invited to an interview conducted by the Board

NON-DISCRIMINATION

- USD 263 does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status or medical condition

HOLD HARMLESS

- The Dealer shall defend, indemnify, and hold the District, its officers, agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the dealer's performance under this contract
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