

# REQUEST FOR BIDS

## Delivery Cube Van

Requested by:  
Lenawee Intermediate School District (LISD)  
Adrian, Michigan

Issue Date: 2/29/2024

Due Date: 4/8/2024

The Lenawee Intermediate School District (LISD), located in Adrian, Michigan, seeks bids for the provision of one or more, new, full size cut away, 1 ton min. Delivery cube van for use in the maintenance department.

### **DELIVERY VAN SPECIFICATIONS**

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The LISD seeks one or more, new or used, full size van chassis and 10' delivery box with the following minimum specifications:

1. New build 2023 or newer chassis,
2. 5.3L Minimum gasoline engine
3. Automatic transmission
4. Front Heating and Air Conditioning
5. External review mirrors
7. Exterior paint white in color
8. Seat belts in all seat positions
9. Rubberized floor covering throughout interior
11. All season tires, Painted steel wheels
13. Vinyl seat covering
15. 9000 GVWR min.
16. Splash guards all 4-wheel positions
17. 110V Interior outlet
18. A/M -F/M Radio
19. A and B piler grab handles
20. Power door locks
21. Cruse Control
22. 10' box with roll up overhead rear door
23. Power liftgate (rail gate) 1 ton min. Aluminum folding platform
24. Auxiliary battery

Must submit detailed build sheet and floorplan with bid.

**Respondents must include specification sheets and/or product marketing book(s) with their bid for the van specified and all alternates specified.**

## **VEHICLE TITLE**

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A clean, non-encumbered (no liens) title listing the Lenawee Intermediate School District, 4107 N. Adrian Highway, Michigan 49221 as the vehicle's owner must be delivered to the LISD with the vehicle.

## **DELIVERY**

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Respondents are responsible for delivery of the van with all selected alternates to the LISD and are solely liable for any damage or loss to the vehicle prior to delivery to and acceptance by LISD (FOB destination).

Respondents must be capable of delivering the van to the LISD Porter Center at 2946 Sutton Road, Adrian, Michigan no later than 7/30/2024 (unless specifying a new build, in which case, respondent should propose the earliest possible delivery date).

For informational purposes only: LISD staff expect to recommend acceptance of the preferred bid to the LISD Board of Education on 5/6/2024. If the bid is accepted, the LISD would be able to proceed with executing a sales agreement shortly thereafter.

## **WARRANTY**

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The selected respondent must provide the LISD with the manufacturer's standard warranty (must be a minimum of three years, bumper-to-bumper) on the van and any alternate equipment selected by the LISD. Respondents should provide the LISD with the costs of any and all available extended warranties for optional purchase by the LISD.

**Respondents must include warranty information with their bid for the vehicle specified and all alternate equipment specified.**

## **GENERAL CONDITIONS**

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The following general conditions are imposed on all proposals submitted in response to this RFB:

1. Respondent's bid represents an offer to contract on the part of the responding party, and all proposed prices must remain in effect for at least ninety (90) days from the date of the bid opening.
2. The LISD is a public school district and thus is exempt from any and all sales and/or service taxes. Do not include such taxes in the proposal figures. The LISD will furnish the successful bidder with tax exempt certificates upon request.
3. No respondent may withdraw a proposal after the actual date that bids are due except in case where a respondent demonstrates to the LISD's satisfaction that a material and

substantial mistake was made in preparing the bid, in which event the respondent has 24 hours after the date and time that bids were due to LISD to deliver to the LISD, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted.

4. The LISD reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. In the case of error in the extension of prices in the bid or other arithmetical error, the unit price shall govern.
5. The LISD will not pay any costs incurred by respondent in preparing or submitting any bid in response to this RFB.
6. Any deviation from the specifications included in this RFB must be noted in the bid, and respondent must provide written rationale for the deviation.
7. The LISD reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service when in its judgment it best serves the LISD.
8. The selected respondent will not be permitted to assign any agreement between the individual or firm and LISD, nor will the individual or firm be permitted to subcontract any services owed to LISD, without first obtaining the expressed written consent of LISD.
9. The selected respondent must not discriminate against any employee or applicants for employment because of race, religion, color, national origin, handicap, age, or sex and will take affirmative action to insure that applicants are employed without regard to their race, religion, color, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
10. The selected respondent will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 P.A. 453, as amended.
11. The LISD may conduct background checks on individuals who will be working on LISD property, due to the proximity to and potential for interaction with LISD students. As is permitted by applicable Federal and State law, **LISD reserves the right to deny access to any individual(s) based upon the results of background checks.**
12. The selected respondent will be expected to enter into a sales agreement with the LISD.
13. The selected respondent will be expected to comply with all applicable federal, state, and local laws in addition to applicable LISD Board policies which prohibit the possession or use of tobacco or alcohol, or carrying any dangerous weapons on LISD property.

14. The selected vendor must not be currently debarred, suspended, or proposed for debarment by any federal entity. Submission of a bid in response to this request for bids represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.

The preceding list is provided for informational purposes only, and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by LISD through a sales agreement.

**The LISD reserves the right to reject any and all bids received with or without cause, and reserves the right to select the bid which is determined to be in the best interest of the LISD.**

## **SUBMISSION REQUIREMENTS**

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Proposals submitted in response to this RFB are to follow the outline described below and must address all requested information. Any additional information that respondent wishes to include that is not specifically addressed below should be included in the appendix to the proposal. Respondents are encouraged to keep proposals brief and to the point.

### **A. COVER LETTER/TRANSMITTAL LETTER**

Please include a cover letter signed by an individual having the authority to negotiate and execute contracts on behalf of the respondent.

The cover letter should identify any specific support, information, and other needs that may be requested of the LISD, and any existing or potential conflicts of interest that may arise through the provision of the services described herein by respondent to LISD.

### **B. BID FORM**

Respondents should complete the attached bid form in its entirety, including proposed fees for the provision of the goods requested in this RFB.

### **C. SPECIFICATION SHEETS & PRODUCT MARKETING BOOKS**

Respondents must include one specification sheet and/or product marketing book for each vehicle and alternate equipment included in respondent's bid.

### **D. WARRANTY INFORMATION**

Respondents must include warranty information with their bid for the vehicle specified and all alternate equipment specified.

The following proposal forms are available on the LISD's website bid page under the heading Proposal Forms: <http://www.lisd.us/bids>.

### **E. MICHIGAN-BASED BUSINESS**

Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for

proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFB, as well as any additional consent necessary to permit LISD to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (*This form applies to Michigan-based businesses only.*)

**F. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE**

Respondents must include a completed copy of the attached Iran Economic Sanctions Act compliance form.

**G. SUSPENDED OR DEBARRED VENDOR FORM**

Respondents must include a completed copy of the attached suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

**H. CONFLICT OF INTEREST FORM**

Respondents must include a completed copy of the attached conflict of interest form certifying that the respondent does not have a conflict of interest with any LISD Board member, staff member, or agent.

**I. FAMILIAL DISCLOSURE FORM**

Respondents must include a completed and notarized copy of the attached familial disclosure form disclosing any familial relationship that exists between an owner or any employee of the bidder and any member of the LISD Board of Education or the LISD Superintendent.

All bids must be submitted to Todd Armstrong, Bus Mechanic at 2960 Sutton Road, Adrian, Michigan 49221. Bids and all supporting/required information should be delivered in a sealed envelope marked "Passenger Van Bid." **Bids must be received by LISD at or before 11:00 AM, 4/8/2024 local time.** Proposals received after the deadline may be disqualified and not considered further at the sole discretion of LISD.

**Questions and Addenda**

Please direct all questions regarding this request for proposals to Todd Armstrong via email at [Todd.Armstrong@lisd.us](mailto:Todd.Armstrong@lisd.us). Questions will only be addressed via email so that responses can be

shared with all interested parties in the form of addenda to the RFB. **If you wish to receive a copy of addenda published, please email [Todd.Armstrong@lisd.us](mailto:Todd.Armstrong@lisd.us) requesting such.**

**LENAWEE INTERMEDIATE SCHOOL DISTRICT  
CUBE VAN  
BID FORM**

This offer has been prepared after our examination of the complete specifications, together with their related documents, and our examination of the conditions surrounding performance of the proposed work including the availability of materials, equipment, and labor. The undersigned submits the following offer to enter into a contract with the Lenawee Intermediate School District and agrees to furnish all labor, material, equipment, and service to complete performance in accordance with this RFB:

Bidder's Name: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

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**Addenda**

The undersigned acknowledges receipt of the following addenda and has included the cost thereof in the lump sum base bid:

No. 1, dated \_\_\_\_\_

No. 2, dated \_\_\_\_\_

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**Michigan-based Business Form**

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form which is attached to this RFB. *(This form applies to Michigan-based businesses only.)*

**Familial Disclosure Form**

Respondents must include a completed copy of the attached LISD familial disclosure statement, which is attached as to this RFP. *(This form must be completed and notarized even if no familial relationship exists.)*

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Van Make and Model: \_\_\_\_\_

Cost of the Vehicle: (\$ \_\_\_\_\_)

**Respondent MUST attach to this bid form a detailed list of all goods to be provided (this should include an itemized list of the cost of all optional equipment requested by LISD). Failure to provide an itemized budget depicting all anticipated costs may result in rejection of respondent's bid.**

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Authorized Representative Signature:

I certify that the information contained on this form is true and accurate and that the presentation of this information to the LISD represents an offer to contract and that acceptance by LISD of this offer will bind me to performance under the terms and conditions of the RFB.

I also certify that my company is not currently debarred, suspended, or proposed for debarment by any federal entity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date