

**SOUTHEAST ISLAND SCHOOL DISTRICT**  
**12- to 15-Passenger Van Acquisition Project**

**REQUEST FOR PROPOSALS**

**Released: January 9, 2024**

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## INTRODUCTION

### PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

Southeast Island School District is seeking proposals for the acquisition of a 12- to 15-passenger van to support our transportation needs. The purpose of this RFP is to invite qualified vendors to submit their proposals for consideration. Proposals should follow the request for proposal without deviation.

By submitting a proposal, the vendor warrants that they are familiar with the project requirements, have visited or otherwise examined the delivery site, and are aware of the conditions to be encountered. Vendors shall review all documents and addendums, which are available on the SISD website at <https://www.sisd.org> (select “Menu,” then “Requests for Proposals & Bids” under the “Quick Links” heading), to ascertain all of the requirements of this RFP.

## SCOPE OF WORK

The selected vendor will be responsible for supplying a reliable and safe 12- to 15-passenger van meeting the following specifications:

- Capacity: 12-15 passengers
- Model Year: 2023 or newer
- Fuel Type: Gasoline
- Fuel Efficiency: Prefer 20 MPG or higher
- Drive Train: 4-wheel drive or all wheel drive
- Safety Features: Compliance with all relevant safety standards and features (e.g., airbags, seat belts, backup cameras, etc.)
- Accessibility: Consideration for accessibility features if available
- Maintenance: Minimum 3 years/36,000 mile warranty; scheduled maintenance and after-sales service options

## ADMINISTRATIVE

### CONTRACTUAL CONTACT

Any bidder in doubt as to the meaning of any part of the specifications or other documents may submit a written request for an interpretation/clarification. Any questions regarding proposal submittal may be directed to:

<b>Name</b>	Rod Morrison
<b>Address</b>	P.O. Box 19569 Thorne Bay, AK 99919
<b>Phone</b>	907-828-8254
<b>FAX</b>	907-828-8257
<b>Email</b>	<a href="mailto:rmorrison@sisd.org">rmorrison@sisd.org</a>

## DELIVERY CONTACT

Any logistical questions regarding delivery to the SISD may be directed to:

<b>Name</b>	Terri Kohn
<b>Address</b>	P.O. Box 19569 Thorne Bay, AK 99919
<b>Phone</b>	907-828-8254
<b>FAX</b>	907-828-8257
<b>Email</b>	<a href="mailto:tkohn@sisd.org">tkohn@sisd.org</a>

## BID DOCUMENT REQUESTS, SUBMITTAL, AND AWARD

### REQUESTS

Bid documents may be requested from the school district by contacting Terri Kohn at the address listed above and are posted on the SISD webpage at <https://www.sisd.org>. Select *Menu* from the upper right of the website, then select *Requests for Proposal & Bids* under the *Quick Links* heading.

### SUBMITTAL

The bid proposal is to be submitted to the Southeast Island School District Office in two sealed envelopes. Please label the outer envelope clearly with the following:

- ☐ Bid documents enclosed: Southeast Island School District 12- to 15-Passenger Van Acquisition Project
- ☐ Name, address, and phone number of the bidder
- ☐ Attention: Terri Kohn

The envelopes must be delivered to Southeast Island School District at the address listed in the request for proposals. The bid should be sealed in a second envelope labeled clearly with the following:

- ☐ Sealed Bid: Southeast Island School District 12- to 15-Passenger Van Acquisition Project
- ☐ Name of the bidder
- ☐ Do not open until date and time indicated on the Request for Proposals

Faxes or electronic bids are not accepted. No responsibility will attach any officer or agent for the failure to open a bid not properly addressed and identified.

Any bid may be withdrawn or withdrawn and resubmitted before the deadline for bid receipt.

### FINAL FORMAL AWARD

The SISD Representative will recommend award in accordance with this RFP.

## SCHEDULE OF EVENTS

Event	Date
1. RFP post on website/distribution to newspaper	1/9/2024
2. Questions from vendors about scope or approach due	1/12/2024
3. Responses to vendors due (posted on website)	1/15/2024
<b>4. PROPOSAL DUE DATE</b>	<b>1/22/2024 (4:00 PM AK time)</b>
5. Target date for panel review of proposals	1/23/2024
6. Anticipated School Board review/vendor approval	1/24/2024
7. Anticipated award date (after 10-day protest period)	2/5/2024

## GUIDELINES FOR PROPOSAL PREPARATION

### PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the contractor's bid(s) whose offer(s) will be the most advantageous to Southeast Island School District in terms of cost, functionality, timeline and other factors as specified elsewhere in this RFP or associated contract documents.

Southeast Island School District reserves the right to:

- Reject any or all offers, to waive any informalities or irregularities, and discontinue this RFP process without obligation or liability to any potential Vendor.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.
- Terminate a contract due to late delivery, non-delivery, or delivery of materials not as specified (ie. wrong size).

Vendor's proposal shall be submitted as set forth below. Vendor's proposal in response to this RFP will be incorporated into the final agreement between Southeast Island School District and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Scope Approach, Deliverables, and Methodology
3. Bid Form

4. Detailed and Itemized Pricing
5. Appendix B: Non-collusion Affidavit
6. Appendix C: Licenses, Insurance, and Proof of Authority to Sell Material

The detailed requirements for each of the above-mentioned sections are outlined below.

## **DETAILED RESPONSE REQUIREMENTS**

### **1. EXECUTIVE SUMMARY**

This section will present a synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the vehicle and total cost of the project.

### **2. SCOPE, APPROACH, AND DELIVERABLES, AND METHODOLOGY**

Include detailed procedures and technical expertise for the tasks listed below. Each task should include a description of each major type of work being requested of the vendor. The proposal should reflect each of the tasks listed below and include items/forms for the Southeast Island School District 12- to 15-Passenger Van Acquisition Project in this document.

Interested vendors are requested to submit the following information:

1. Company Profile: Overview of the vendor's experience, history, and expertise in providing passenger vehicles.
2. Product Specifications: Detailed information about the proposed van,, including technical specifications, safety features, and any additional features.
3. Pricing: Clear breakdown of costs including purchase price, taxes, delivery charges, and any additional fees.
4. Warranty and Service: Details on warranty coverage, maintenance schedules, and after-sales service options.
5. Client References: References from/contact information for at least three references from previous clients for whom similar vehicles have been supplied.

### **3. BID FORM**

Include completed bid form (page 8 of this RFP).

### **4. DETAILED AND ITEMIZED PRICING**

Include a fee breakdown of all requirements and options. The bid may provide price quotes, which should include a lump sum bid. Where required, bidders must provide quotes on all items and are warned that failure to do so shall disqualify the bid. The lump sum price must be typed or written in ink in both words and figures for each bid called for. In case of discrepancies between words and figures, the written words shall govern. If erasures or changes appear on the forms, the person signing the bid must initial each erasure or change.

### **5. DELIVERABLES**

Include a timeline and completion date for delivery of the vehicle.

## **6. APPENDIX B: NON- COLLUSION AFFIDAVIT**

The bid submittal must include a non-collusion affidavit to be considered responsive. The bidder must also acknowledge they have read the conflict of interest document.

## **EVALUATION FACTORS FOR AWARD**

### **CRITERIA**

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. The extent to which Vendor's proposed solution fulfills Southeast Island School District's stated requirements as set out in this RFP.
2. Vehicle quality, safety features, and reliability
3. Pricing and overall value for the proposed van(s)
4. Warranty, maintenance, and after-sales service offerings
5. Vendor's reputation and past performance
6. Vendor's ability to deliver the vehicle in accordance with the specifications set out in this RFP.

Southeast Island School District may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective vendors

## NON-COLLUSION AFFIDAVIT

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Business Name)

being duly sworn, do depose and state; that I, or the firm, association, or corporation, of which I am a representative, is a Bidder, on the contract to be awarded by the Southeast Island School District for:

\_\_\_\_\_ SISD 12- to 15-Passenger Van Acquisition \_\_\_\_\_ Project

Located on Prince of Wales Island in the State of Alaska, and have not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise take any action in restraint of free and open competition in connection with such contract.

\_\_\_\_\_  
Bidder Signature

STATE OF \_\_\_\_\_ )  
: ss.  
\_\_\_\_\_ JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned, a notary public in and for the State of \_\_\_\_\_, duly commissioned and sworn, personally appeared \_\_\_\_\_, to me known and known to me to be the person named in and who executed the within and foregoing document, and he acknowledged that he executed the same freely and voluntarily, for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

## **SISD CONFLICT OF INTEREST STATEMENT**

1. Submittal of a Bid shall constitute certification pertaining to assurance prohibiting conflict of interest arising with certain employees of the Southeast Island School District or Board members.
2. Bidder certifies that School District employees or School Board members are not in conflict of interest (tax exempt under IRS code 501 exempted) with its Bid and Board Policy as follows:
3. No School Board Member, employee of the District, or such person's spouse or other member of his/her household shall have any interest in the business submitting a bid to the Southeast Island School District.
  - i. Such person owns a sole proprietorship, or; is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that submits a bid or quotation to the School District, or attempts to enter or enters into a contract with the School District.
  - ii. Such person has any significant (five percent (5%) or more) financial interest in any sale, lease or rental to the School District of any service or property with knowledge at the time of receiving or acquiring such interest that the School District intends to purchase, lease or rent the property or service.
  - iii. School Board members or employees of the Southeast Island School District may apply for a Waiver of Conflict of Interest or make disclosure of apparent conflict of interest in accordance with School Board Policy.



**SOUTHEAST ISLAND SCHOOL DISTRICT**  
**BID FORM**

**Include this form with your sealed bid.**

Project Title: Southeast Island School District 12- to 15-Passenger Van Acquisition Project

**BIDDER INFORMATION**

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alaska Business License Name: \_\_\_\_\_ Number: \_\_\_\_\_

Alaska Professional License Type: \_\_\_\_\_ Number: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Individual(s) to Sign Contract: \_\_\_\_\_ Title: \_\_\_\_\_

Individual(s) to Sign Contract: \_\_\_\_\_ Title: \_\_\_\_\_

Type of business enterprise (check one): ☐ Corporation in the State of: \_\_\_\_\_

☐ Individual ☐ Partnership ☐ Other (specify): \_\_\_\_\_

I certify that I am a duly authorized representative of the firm listed above and materials enclosed with this proposal accurately represent capabilities of the office(s) listed above for providing the services indicated. The District is hereby authorized to request any owner identified in this proposal to furnish any pertinent information deemed necessary to verify information provided or regarding reputation performance and capabilities of the Offeror and subcontractors. I certify no member of the School Board or District employee, or spouse or other member of his/her household shall have any undisclosed interest as noted in the Instructions to Bidders and *Conflict of Interest* statement included in this Request for Proposals.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_