

MULVANE SCHOOL DISTRICT

USD # 263

Food Services Department



01/25/2024

RFP #0230-2025-FS (Request for Proposal) Delivery Box Truck

USD #263 is requesting proposals from qualified Dealers to provide the District with 1 used delivery box truck. 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

Richard Hampton

628 E Mulvane St

PO Box 130

Mulvane, KS 67110

Cell: 316-651-7981

email: rhampton@usd263.org

Bid submission deadline date: February 1st, 2024 10:00am CST

Richard Hampton • Food Services Director

628 E. Mulvane • Mulvane, KS 67110

Office (316) 777-0442 • Cell (316) 651-7981 • Email rhampton@usd263.org

Notice of Non-Discrimination

USD #263 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments of 2008 prohibit discrimination against persons with a disability in any program receiving federal financial assistance. USD #263 acknowledges its responsibilities under Section 504/ADA and its amendments to avoid discrimination in policies and practices regarding its personnel, students and patrons. No discrimination against any person with a disability shall knowingly be permitted in any program or practice within USD #263. Any person having inquiries concerning USD #263's compliance with regulations implementing Title II, Title VI, Title IX, Section 504 or the Age Discrimination Act is directed to contact the Superintendent of Schools for USD #263 at 628 E. Mulvane Street, P.O. Box 130, Mulvane, KS 67110. Telephone number: (316) 777-1102.

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MINIMUM VEHICLE REQUIREMENTS/OPTIONS:

- **GVW:** 25,999 or less Non-CDL
- **Fuel Type:** Diesel
- **Transmission:** Automatic
- **Year:** 2015-2024
- **Mileage:** 120,000 or less
- **Number of Keys:** 2
- **Air Conditioning:** Yes
- **Liftgate:** Yes, able to accommodate a standard pallet
- **Liftgate Capacity:** Minimum 2,000 lbs
- **Liftgate Type:** Tuck
- **Rear Door Type:** Roll
- **Body Length:** 16 - 19 ft
- **Body Width:** 8 Ft
- **Body Type:** Aluminum
- **Body Color:** White
- **Rear Camera & Sensors:** Optional

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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.

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All bidders must comply with K.S.A.44-1030 regarding Equal Opportunity Employment. Bids and bid processes will comply with all Kansas bid laws. Contracts resulting from a bid that is found to be contrary to law may be revoked.

SUBMISSION OF PROPOSALS

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

USD 263 District Office
Attention: Carla Gilbert, RFP #0230-2025-FS
Address: 628 E Mulvane St., PO Box 130
Mulvane, KS 67110
Ph: 316-777-1102 Ext 5208
Fax: 316-777-1103
Email: cgilbert@usd263.org

Bid submission deadline date: February 1st, 2024 10:00am CST

All proposals received after the bid deadline shall be returned to the Vendor unopened

The Bid Price is to include the vehicle price and any and all fees such as administrative, delivery, etc. Any optional items such as preventative maintenance or extended warranties must be listed separately and not included in the total bid price.

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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 20 mile radius of the District for pick-up. Vehicle shall be made available no more than 7 days after the Dealer receives a purchase order**

NO CONTACT WITH SCHOOL BOARD MEMBERS

· Respondents may not contact any member of the USD263 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

· Mulvane USD263 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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