



Mifflinburg Area School District

Request for Proposals for Two (2) 10-Passenger Vans

The Mifflinburg Area School District is accepting sealed proposals for two (2) 10-passenger vans in accordance with the following conditions and specifications.

- 1 Sealed proposals for furnishing the Mifflinburg Area School District with two (2) 10-passenger vans shall be received by Mrs. Renee M. Jilinski, Business Administrator, 178 Maple Street, Mifflinburg, PA 17844 on or before **3:00 p.m., May 22, 2024** and plainly marked on the envelope "**Van RFP**".
- 2 Mifflinburg Area School District reserves the right to waive any or all technicalities in the RFP. Proposers will guarantee their RFP price will remain firm for 90 days from date of RFP due date.
- 3 Mifflinburg Area School District reserves for itself the right to accept or reject any or all proposals and to determine for itself what shall be acceptable as equals.
- 4 Failure to complete and return the enclosed Non-Collusion affidavit with your proposal will result in disqualification.
- 5 If there are any questions concerning item description, quantity, or other aspects of these specifications, please call Renee M. Jilinski at (570) 966-8200.

REQUEST FOR PROPOSAL FOR TWO (2) 10-PASSENGER VANS

Document Purpose

The purpose of this request for proposal is to provide interested parties with sufficient information to enable them to prepare and submit proposals (i.e., quotations) for consideration by Mifflinburg Area School District for two (2) 10 passenger vans for the school district.

District Contact

The point of contact with Mifflinburg Area School District is **Mrs. Renee M. Jilinski, Business Administrator**, 178 Maple Street, Mifflinburg, PA 17844, (570) 966-8200.

Incurred Proposal Costs

The school district is not liable for any cost incurred by companies prior to the issuance of an agreement or contract.

Response Date for Proposals

In order to be considered for selection, proposals for transportation vans must be received in a sealed envelope clearly marked "Van RFP" not later than **3:00 PM** at the Mifflinburg Area School District, **178 Maple Street, Mifflinburg, PA 17844 on Wednesday, May 22, 2024**. Proposals received after this time will not be considered.

Informality of Bid and Acceptance, Rejection or Selection of Quotation

The School District reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the School District. All pricing must be held for 90 days. The District reserves the right to negotiate terms and conditions.

Acceptance of Proposal by the District

The Mifflinburg Area School District School Board will consider the van proposals at a regularly scheduled meeting following the due date of this request for quotation.

Requirements

1. The chassis manufacturer's name shall be identified in the RFP.
2. White exterior preferred. The color shall be included and specific on the proposal.
3. This vehicle must conform to laws regarding PA public school student transportation.
4. The vehicle shall be new and of the model year 2023 or newer.
5. The specifications indicate MINIMUM requirements.
6. The vehicle shall conform to the requirements of the Pennsylvania Motor Vehicle Code.
7. The vehicle shall comply with all applicable Federal Motor Vehicle Safety Standards.
8. The vehicle shall include the proper form to apply for Pennsylvania title and license including the original Manufacturer's Statement of Origin, signed by the successful vendor and notarized. All title papers shall be properly executed and application for title, form MV-1, shall indicate the name and address exactly as follows: Mifflinburg Area School District, 178 Maple Street, Mifflinburg, PA 17844.
9. The vehicle shall include a copy of the manufacturer's service and warranty policy with all warranty verification vouchers, certificate, or coupons.

10. The successful vendor shall comply with the manufacturer's warranty or authorize a qualified dealer in the locality in which the unit is assigned to do whatever is required to comply with the manufacturer's warranty.
11. The Business Administrator or his/her representative will inspect all vehicles prior to acceptance. It will be the responsibility of the delivering dealer to remove any rejected vehicle by the Mifflinburg Area School District within three (3) working days after notification and return the vehicle to the Mifflinburg Area School District upon correction of deficiencies.
12. The Mifflinburg Area School District disclaims any liability for damage to vehicles not unconditionally accepted by the Mifflinburg Area School District.
13. Vehicles delivered to the District in a condition considered below retail customer acceptance levels will not be accepted. Items which determine this acceptance level shall include, but not be limited to, the general appearance of the interior and exterior of the vehicle for completeness and quality of workmanship, lubrication, and fluid levels, with any leaks correct, mechanical operation of the vehicle and all electrical components operational. Allied equipment specified to be furnished and installed which is not available through the vehicle manufacturer shall conform to the best quality standards known to the particular industry, both product and installation.
14. The vehicle manufacturer, at no cost, shall provide corrosion protection for a period of not less than 5 years to the District. Warranty, which indicates compliance, shall be furnished with each vehicle.
15. All vehicle deliveries shall be coordinated through the Business Administrator. Vendors should call 570-966-8207 for delivery schedule at least 48 hours in advance.

Vehicle Specifications:

Year 2023 10 Passenger Van (Including Driver)

To meet or exceed Pennsylvania Motor Vehicle Code, Year 2021 or newer compliance.

Price includes delivery

Federal Emission Requirements

Gas Engine Pricing Option

Electric Engine Pricing Option

Automatic Transmission

Power Steering

All-Wheel Drive

2 Additional Keys

Keyless Entry

Class 3 Hitch

Reverse sensor system

Front Fog Lamps

Back Up Alarm

Blind Spot Assist

Wiper Act Lamps

Auto Temp Control

Include other options being made available as part of the vehicle included in the RFP.

Separately identify any options listed that will not be a part of the vehicle included in the RFP.

Name of Business: _____
Address: _____
Contact Person: _____
Telephone Number: _____
Email: _____

(Return this page as Page 1 of your Proposal)

Having familiarized myself with the "Vehicle Specifications" included in this RFP packet, I hereby propose the following amount:

Make, Model, and Year of Vehicles Proposed:

Photo or pamphlet of Vehicle(s) attached: _____ yes _____ no

Seating Capacity: _____

Deviations from Specification Included: _____ yes** _____ no

**Please supply a description of any deviation and include as attachment.

This RFP is due in the Business Office of Mifflinburg Area School District, address above, on or before 3:00 PM on Wednesday, May 22, 2024. The successful RFP will be presented for approval at the next regularly scheduled meeting of the Mifflinburg Area School Board.

Signature _____

Date _____

Title or Office _____

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

- 1 This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal.
- 2 This Non-Collusion Affidavit must be executed by the member, officer or employee of the proposer who makes the final decision on prices and the amount quoted in the proposal.
- 3 Bid rigging and other efforts to restraint competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the proposer with responsibilities for the preparation, approval or submissions of the proposal.
- 4 In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an affidavit must be submitted separately on behalf of each party.
- 5 The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the proposal process and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
- 6 Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of Company)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- 1 The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
- 2 Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal opening.
- 3 No attempt has been made or will be made to induce any firm or person to refrain from proposing on this proposal.
- 4 The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

5 _____, its affiliates,
(Name of Company)
subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last ten years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of Company)

acknowledges that the above representations are material and important and will be relied on by the Mifflinburg Area School District when recommending for award the contract(s) for which this proposal is submitted, I understand, and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Mifflinburg Area School District of the true facts relating to the submission of proposals for this contract.

Print Name of Authorized Person and Company Position

Signature of Authorized Person

Sworn to and subscribed before me this _____ day of _____, 20____

_____ My commission expires _____

Notary Public