

**REQUEST FOR PROPOSAL
RFP 120284-2024-002**

PASSENGER VAN

**Kwin Wilkes
Chief Financial Officer
Eastern Wyoming College
P: (307)532-8218
kwilkes@ewc.wy.edu
ewc.wy.edu/rfp/**

VEHICLES TO BE PURCHASED

SPECIFICATIONS AND BIDDING INSTRUCTIONS

Eastern Wyoming College (EWC) will receive sealed bids to purchase up to three (3) passenger vans of new manufacture. Bids shall be delivered to Kwin Wilkes, Chief Financial Officer, Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240-1699, or via email at kwilkes@ewc.wy.edu or online at ewc.wy.edu/rfp/.

Specifications/Description of Desired Vehicles:

Vehicle(s) shall have **at a minimum**, the following features and specifications—

- New 2024 or 2023 model year
- 15 passenger van
- Engine-3.5L V6 (300 HP or better)
- automatic transmission
- All wheel drive
- New manufacture with full manufacturer's warranties (no used or program vehicles)
 - Bumper to Bumper 3 years/36,000 miles
 - Powertrain/Drivetrain 5 years/60,000 miles
- Middle roof/high roof (bid for each—please note the bid submission form)
- Power steering and power, antilock brakes
- Trailer tow package
- Trailer brake controller
- Leather or vinyl seats
- Intermittent windshield wipers
- Trip meter
- Fully undercoated
- Power windows and door locks
- Cruise control
- Air conditioning
- Rear auxiliary air conditioning and heating
- Spare wheel and tire
- AM/FM Radio/Bluetooth
- 360-degree safety camera
- Tilt steering wheel
- Front and rear vinyl floor covering
- Owner's manual
- Front license plate bracket
- White color to match our fleet
- Bluetooth for cellular telephone operation
- Floor mats, front and back

Bid Opening:

Bids will be received until 4:00 p.m. local time, Monday, April 8th, 2024, in the Eastern Wyoming College Business Office, located in the Tebbet Building, room 236. **Bids will be opened and read aloud at 4:05 p.m. local time that same day** in the Dolores Kaufman Board Room located in the Tebbet Building on EWC’s Torrington campus.

Additional Copies of Bidding Instructions/Bid Submission Form:

Electronic copies of the bidding instructions may be obtained without fee or deposit via email from Kwin Wilkes, Vice President for Administrative Services, Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240-1699, or by calling (307) 532-8218, or at ewc.wy.edu/rfpl.

Clarification and Interpretation of Bidding Documents:

Questions regarding clarification or interpretation of the specifications and bidding instructions must be addressed in writing and emailed or faxed to—

Kwin Wilkes
Chief Financial Officer
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240-1699

ph: (307) 532-8218
fax: (307) 532-8329

Addenda:

Each bidder shall verify prior to submitting a bid that the bidder has received all addenda issued, and the bidder will acknowledge their receipt on the bid form. Addenda will be delivered to all who are known by EWC to have received bidding documents.

Bids Submitted for Vehicles not Meeting Desired Specifications:

Exceptions must be clearly noted as such on the bid submission form.

Submission of Bids:

Bids shall be submitted on the bid submission form supplied by EWC. Bids will be signed by the prime bidder. Bids by corporations must be signed with the legal name of the corporation followed by the name of the state of incorporation and the signature of an officer of the corporation or person authorized to bind the corporation in the matter. The name of the person signing will be typed or printed below the signature. Any type of erasure, alteration, or change on the bid submission form must be initialed by the person signing the bid.

The bid submission form, and any other documents submitted with the bid, shall be enclosed in a sealed, opaque envelope, and will be clearly marked as follows—

"Vehicles Bids"
"Bidder's name, address, and phone number"

Bids may be mailed, delivered by courier, or delivered in person. No telephone or fax bids will be accepted. Late bids will be returned unopened to the bidder. Bidders are not limited in the number of bids that may be submitted. However, each bid submission form tendered shall be contained in its own separately sealed envelope. All bids shall be firm for 3 days. Dealers should only bid vehicles that can be delivered by July 1, 2024.

Modification or Withdrawal of Bids:

Bids which modify any of the provisions of the bidding or contract documents may be rejected at EWC's option. A bid that is in the possession of the college may be altered by letter or fax bearing the name and signature of the person authorized for bidding, provided it is received prior to the bid opening time. The letter or fax should not reveal the bid price, but should indicate the addition, subtraction, or alteration of the bid. The modification will be attached to the sealed bid for review at the bid opening. A bid in the possession of the college may be withdrawn at any time prior to the bid opening. Bids may not be modified, withdrawn, or cancelled within three (3) days after the bid opening.

Consideration of Bids:

Eastern Wyoming College reserves the right to reject any and all bids, waive any informality, and is not bound by the lowest bid, but the bid determined by the college to be in the best interest of the college. Submission of a bid constitutes agreement to these terms.

The college reserves the right to reject as incomplete, any bid not containing the following information—

1. Bid submission form
2. Acknowledgment of addenda
3. Price of vehicle(s)
4. Signature and company information

Tax Exempt Status:

As a political subdivision of the State of Wyoming, Eastern Wyoming College is tax-exempt.

Resident Suppliers Preference:

Per Wyoming Statute 16-6-106, "preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state".

Discrimination:

The college will ensure that minority business enterprises are afforded full opportunity to submit in response to this invitation, and are not discriminated against on the grounds of age, disability, race, religion, color, sex, national origin, or ancestry in consideration for award of purchase order.

Legal Compliance:

The supplier shall comply with all applicable federal, state, and local laws.

Delivery:

Delivery of the vehicle to EWC shall occur as soon as practical following notification of award. Bid amounts shall include all delivery, documents preparation and transfer, and vehicle preparation costs.

Award of Bid:

EWC may accept either the base or related alternate bid(s), as in the best interest of the college.

EWC reserves the right to accept either one or both bids submitted on the same bid submission form (and either base or alternate bids, or in combination).

A purchase order will be issued to the successful bidder(s) after an inspection and test-drive of the offered vehicle(s). Payment will be made within ten (10) days of delivery and invoice date.

End of Section

**EASTERN WYOMING COLLEGE (EWC)
BID SUBMISSION FORM**

Page 1

Dealer Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Does your bid include all published addenda related to the purchase specifications? _____

Vehicle Bid(s):

1. **BASE BID FOR VEHICLE WITH MIDDLE ROOF** —Cost of vehicle per specifications (except as noted):

Year/Make/Model/Trim: _____

_____ and _____/100 Dollars (\$_____ ._____).

Exceptions to Specifications _____

**EASTERN WYOMING COLLEGE (EWC)
BID SUBMISSION FORM**

Page 1

Dealer Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Does your bid include all published addenda related to the purchase specifications? _____

Vehicle Bid(s):

1. BASE BID FOR VEHICLE **WITH HIGH ROOF**—Cost of vehicle per specifications
(except as noted):

Year/Make/Model/Trim: _____
_____ and _____/100 Dollars (\$_____ ._____).

Exceptions to Specifications _____

