

**REQUEST FOR PROPOSAL  
RFP 630100-2024-003**

**PASSENGER VAN**

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

## VEHICLES TO BE PURCHASED

### SPECIFICATIONS AND BIDDING INSTRUCTIONS

Eastern Wyoming College (EWC) will receive sealed bids to purchase three (3) vehicles of new manufacture. Bids shall be delivered to Kwin Wilkes, Chief Financial Officer, Eastern Wyoming College, via digital upload to ewc.wy.edu/rfp or via delivery to 3200 West C Street, Torrington, WY 82240-1699.

#### Specifications/Description of Desired Vehicles:

Each vehicle shall have **at a minimum**, the following features and specifications—

- New 2024 or 2023 model year
- Full size Sport Utility Vehicle (SUV)
- Third row seat included
- Automatic transmission
- 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
- Power steering and power, antilock brakes
- All Wheel Drive (AWD)-4x4
- Trailer tow package
- Vinyl or leather seats
- Intermittent windshield wipers
- Trip meter
- Fully undercoated
- Power windows and door locks
- Cruise control
- Air conditioning
- Rear auxiliary air conditioning and heating
- Rear window defrost and wiper
- Spare wheel and tire
- AM/FM Radio
- Tilt steering wheel
- Front and rear carpeted
- Owner's manual
- Front license plate bracket
- Rear back-up camera
- 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, Thursday, May 30, 2024**, via digital upload to ewc.wy.edu/rfp or physical delivery to 3200 West C Street, Torrington, WY 82240. **Bids will be opened and read aloud at 4:05 p.m. local time that same day** in the Dolores Kaufman Board 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, Chief Financial Officer, Eastern Wyoming College, at kwilkes@ewc.wy.edu, or by calling (307) 532-8218.

**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 before 4:00 pm on May 22, 2024.

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. Additional information may be attached. 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.

If submitted physically in person or via postal mail, 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—

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

Physical bids may be mailed, delivered by courier, or delivered in person. No telephone, email, or fax bids will be accepted.

Digital bids may be uploaded to EWC's RFP webpage at [ewc.wy.edu/rfp](http://ewc.wy.edu/rfp).

Late bids will be returned unopened to the bidder. Bidders are not limited in the number of bids that may be submitted. However, each physical bid submission form tendered shall be contained in its own separately sealed envelope. All bids shall be firm through June 30, 2024. Dealers should only bid vehicles that are held in their current inventory.

**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), with and without trade-in allowance
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 #1—Cost of vehicle per specifications (except as noted):

Year/Make/Model/Trim: \_\_\_\_\_

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

Exceptions to Specifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. BASE BID FOR VEHICLE #2—Cost of vehicle per specifications (except as noted):

Year/Make/Model/Trim: \_\_\_\_\_

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

Exceptions to Specifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. BASE BID FOR VEHICLE #3—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**

4. ALTERNATE BID—Cost of vehicle #1 per specifications (except as noted):

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

5. ALTERNATE BID—Cost of vehicle #2 per specifications (except as noted):

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

6. ALTERNATE BID—Cost of vehicle #3 per specifications (except as noted):

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

“As a company representative, I agree to the terms listed in the bid specifications and instructions and will deliver the vehicle or vehicles for the sums listed above.”

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Approved by the Eastern Wyoming College Board of Trustees:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_