



Cowley College

REQUEST FOR PRICE BID/QUOTE NO:
2017-0010

REQUEST FOR PROPOSAL TITLE:
MOTOR COACH BID

ISSUE DATE:
05-15-2018

SUBMISSION DUE DATE:
06-05-2018
By: 3:00pm CST

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- 1 Administrative Overview**
Provides general information on the objectives of this Request For Bid/Quote (RFB), procurement schedule and procurement overview.
- 2 Scope of Work and Services**
Provides a description of the project, product, or service requested that, while not comprehensive or complete in nature, will provide Cowley College with bids/quotes that can be easily compared.
- 3 Evaluation Criteria and Contents**
Describes how the bid/quote will be evaluated and the required content for the submission.
- 4 Proposal Instructions**
Describes the submittal instructions and communications

Attachment

- I Bid/Quote Certification**
- II Bid/Quote Sheet**
- III Warranty/Guarantee**

Section 1

Administrative Overview

1.1 INTRODUCTION

This is a Request for Bid/Quote (RFB) issued by Cowley College (hereinafter referred to as "Cowley College") seeking bid/quotes for goods or services from vendors who provide such products or services.

1.2 AUTHORITY

RFBs must be submitted by persons authorized to commit the responding Vendor/Contractor to a procurement contract, agreement, or purchase/sale.

1.3 COSTS FOR BID/QUOTE PREPARATION

Any costs incurred in preparing or submitting a proposal shall be the vendor's sole responsibility.

1.4 DISQUALIFICATION OF PROPOSALS

Cowley College reserves the right to consider as acceptable only those bid/quotes submitted in accordance with all requirements set forth in this RFB and which demonstrate an understanding of the scope of the work. Any bid/quote offering any other set of terms and conditions contradictory to those included in this RFB may be disqualified without further notice.

A Respondent shall be disqualified and the bid/quote automatically rejected for any one of the following reasons:

1. The bid/quote shows any noncompliance with applicable law.
2. The bid/quote is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
3. The bid/quote has any provision reserving the right to accept or reject award, reserving the right to enter into a contract pursuant to an award, or contrary to those required in the solicitation.
4. The vendor/respondent is debarred or suspended.

1.5 ADDENDA TO THIS RFB

Cowley College may need to issue one or more addendum related to this RFB. Such addenda shall be added to the original RFB document and posted at www.cowley.edu. It shall be the responsibility of prospective Vendor/Contractors and other interested parties to familiarize themselves with the website and visit it regularly during the RFB process for updated information or addenda related to this RFB.

1.6 RIGHT TO WITHHOLD AWARDING OF CONTRACT

Cowley College reserves the right not to make award of this RFB.

1.7 FINAL CONTRACT/ PURCHASE ORDER

Cowley College shall not be responsible for work done, even in good faith, prior to Cowley College's execution of a final purchase.

1.8 INSPECTION OF PROPOSALS and CONFIDENTIAL INFORMATION

RFB may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed or purchase is made. Cowley College treats RFB as confidential until after the award is issued. At that time in which they become subject to disclosure under the Freedom of Information Act. Information marked as "Confidential" in any bid/quote shall be honored as such, to the extent allowable under the Freedom of Information Act. If respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the RFB. However, any such information is provided entirely at the respondent's own risk and Cowley College assumes no liability for any loss or damage which may result from Cowley College's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.9 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.10 FEE STRUCTURE/PRICING

The fee structure shall be as submitted on the Bid Sheet Form (see attached Excel Bid Sheet).

Upon specific, written, case by case, authorization by an authorized representative of Cowley College, the chosen/awarded vendor, from this proposal, shall have the right to use the name of Cowley College as it client a) in any advertising, publicity, or promotion; or b) to express or imply any endorsement of entity's services.

1.12 IMMUNITY FROM LIABILITY

Every person who is a party to this agreement is hereby notified and agrees that Cowley College is immune from liability and suit for or from vendor's activities involving third parties and arising from any contract resulting from this RFB.

1.13 PREVAILING LAW

The terms and provisions of this RFB, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Kansas.

1.14 CONTRACT TERMINATION FOR CAUSE

Cowley College may terminate any resulting contract for cause by providing a Notice to Cure to the awarded vendor citing the instances of noncompliance with the contract.

1. The chosen/awarded vendor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
2. If the vendor and Cowley College reach an agreed upon solution, the vendor shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
3. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by chosen/awarded vendor, Cowley College reserves the right to terminate the agreement.

Section 2

Scope of Work and Services

2.1 BACKGROUND

Cowley College provides transportation for student activities, institutional training and transports athletic teams. Last year Cowley transportation provided safe transportation utilizing ten fleet mini vans on 827 trips, two full sized vans on 129 trips and three motor coaches (1) MCI 56 passenger on 78 trips and (2) Bluebird 49 passengers on 119 trips.

2.2 OBJECTIVES

Cowley College is interested in replacing (1) 49 passenger Bluebird LTC40 tour bus.

2.3 REQUIREMENTS

Cowley College is interested in procuring a 35+ passenger motor coach from vendors who will meet, at a minimum, the following product/service requirements:

- a) Minimum of 35+ passenger capacity
- b) No older than 2018
- c) Less than 10,000 miles
- d) Engine not less than 300 HP
- e) Diesel Engine with 50 or above gallon fuel tank/DEF tank
- f) Air Brakes
- g) Air conditioning, 3 compressors, cab separate, (2) passenger with no less than 165,000 BTU
- h) Not less than 300 AMP alternator/or dual alternators
- i) Back-up Camera
- j) Programmable fast-idle control
- k) Engine block heater
- l) Luggage compartment w/ exterior door
- m) Rear air suspension
- n) Allison automatic 2500 PTS

Section 3

Evaluation Criteria and Proposal Content

3.1 BID EVALUATION CRITERIA

The evaluation shall be based on the numerical rating set forth below. Factors not specified in the Request for Bid/Quote shall not be considered, although the below criteria may have subcomponents used in rating not identified in this document.

A. Attachments:

- Attachment I – Bid/Quote Certification
- Attachment II – Bid/Quote Sheet
- Attachment III - Warranty

Section 4.0

Proposal Instruction

4.1 DEADLINE FOR WRITTEN QUESTIONS RELATING TO THE RFB

The deadline for written questions is 3:00pm CST on 06-05-2018. Send questions to Mr. Joe Shriver by email at joseph.shriver@cowley.edu. Additionally, Mr. Shriver can be reached at 620-441-3407. Mr. Shriver is the only person authorized to provide a formal response to any questions. No other Cowley College employee is authorized to make any statement that would bind

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the Cowley College with regard to this RFB.

4.2 SUBMITTAL INSTRUCTIONS

This RFB may not exceed 25 single-sided pages (maximum 8½" x 11") with a minimum of 10 pt. type. Submissions exceeding the page limit will be considered non-responsive and will be returned to the applicant without further evaluation. The attachments above are not included in the page limit.

RFB shall be received by Cowley College **no later than 3:00 PM, CST, on 06-05-2018**. The proposals shall be mailed and will be date stamped upon receipt by Cowley College. RFB may also be emailed to joseph.shriver@cowley.edu. After the deadline and upon request, a representative of Cowley College will have available the names of those vendors submitting bids/quotes. No other public disclosure will be made until after the award of the contract. Any bid/quote received after this date and time shall be rejected. Respondent may withdraw its bid/quote at any time prior to the time and date set for opening.

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Proposals may be mailed or delivered to:

Cowley College
ATTN: Mr. Joseph Shriver
125 S 2nd St.
Arkansas City, KS 67005
RFB: 2017-0010

Bid/Quote may be in a sealed envelope marked:

Vendor Name, Address, and Phone Number
RFB No: 2017-0010
RFB Title: Motor Coach Bid
RFB Due Date: 06-05-2018

Proposals should be emailed with a subject line:

Motor Coach Bid

Attachment I – Bid/Quote Certification

The undersigned applicant, in response to Cowley College Request for Motor Coach Bid having carefully examined the bid documents and being familiar with the conditions surrounding the proposed purchase, hereby proposes to provide such services meeting the requirements outlined in this Request for Bid/Quote, in accordance with the RFB attached hereto.

Respondent hereby certifies: (a) that this bid/quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFB is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Vendor Phone

Address Fax

Federal I.D. or SSN

Signature Date

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Attachment II – Bid/Quote Sheet

Item No.	Qty	Description	Bid/Quote Per Product
			\$
			\$
			\$
			\$
			\$
			\$
			\$

All products shall be bid FOB Arkansas City, KS

Specify Deliver Time (After Receipt of Order (ARO)) _____

Include, on a separate sheet, other information required. Attach to Bid Sheet any exception to the specifications.

VENDOR/WEB
 ADDRESS: _____

CONTACT: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ FAX _____

SIGNATURE: _____ DATE _____

Attachment III - WARRANTY/GUARANTEE

We hereby warrant and guarantee the product, which we have delivered in accordance with the provisions of Cowley College RFB, for five (5) years from the date of the delivery and acceptance by Cowley College.

We warrant and guarantee that the materials and finishes furnished under this contract are of the highest quality and new unless otherwise required or permitted by the contract documents; that the work will be free from defects not inherent in the quality required or permitted; and that the work conforms with the requirement of the contract documents.

We agree to repair or replace, to the satisfaction of Cowley College, any or all work not conforming to the contract documents, including substitutions not properly approved and authorized, workmanship or material that prove defective within the warrant / guarantee period. This warranty/guarantee excludes remedy for damage or defect caused by abuse, modifications not executed by the Vendor or normal wear and tear under normal usage. Any work which may be damaged or displaced by the abuse, modifications not executed by the Vendor, improper or insufficient maintenance or improper operation shall also be excluded.

Any repairs or replacements shall bear an additional twelve (12) month guarantee, in addition to any remaining warranty period, as herein stated, dated from the final acceptance of repairs or replacement.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we collectively and separately do hereby authorize Cowley College to proceed to have defects repaired and mad good at our expense, and will pay the costs and charges; therefore, immediately upon demand.

(Signature of Vendor)

(Date)