



North Muskegon Public Schools Request for Proposals

School Vehicle

03.27.2024

Mark Mesbergen

North Muskegon Public Schools
1600 Mills Ave
North Muskegon, MI 49445



Request for School Vehicle Bids

Attn: Vehicle Sales Manager

North Muskegon Public Schools is seeking bids for school vehicles. The district is looking to purchase two vehicles. Vendor can submit a bid for one or two vehicles so if there is a discount for buying both bided vehicles, please note in Appendix A. The district will purchase none, one or two vehicles.

Bids are to be submitted via mail to: North Muskegon Schools, Attn: Director of Business Services, 1600 Mills Avenue North Muskegon, MI 49445 or by email to Mark Mesbergen at mmesbergen@nmeps.net, by 2:00 p.m. April 10, 2024. No late bids will be accepted. For questions, please contact Mark Mesbergen at mmesbergen@nmeps.net.

The District seeks two vehicles meeting the following criteria:

School Vehicle

Mandatory Criteria:

- Minimum of 8 passengers and max of 10
- New or used will be considered with no more than 30,000 miles
- Color – dark blue, white, gray or silver.

Price, mileage, condition, color, and capacity will be used as the deciding criteria when making the decision.

The following sheets include the bid proposal for both categories, Affidavit of Bidder and Iran Economic Sanctions Act Certification which all have to be included in the proposal.

Proposal Requirements

1. Proposals shall be prepared in compliance with provisions of this RFP. Failure to comply may result in the disqualification of the proposal.
2. Late Proposals will not be accepted.
3. Each Bidder, before submitting a proposal, shall, if it is uncertain of the conditions, requirements, and/or obstacles that might impact the provision of the project, request further information. Failure to make such inquiry or receive an answer shall not relieve the selected Bidder from the obligation



to comply, in every detail, with all provisions and requirements of the RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the eventual contract between the selected Bidder and the District (the "Contract").

4. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify the District of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have submitted an intent to respond. The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
5. All proposals and any accompanying documents become the property of the District and will not be returned.
6. The District reserves the right to waive irregularities in this RFP, the bid process, or the proposals. Any such waiver shall not modify any remaining RFP requirements or excuse a Bidder from full compliance with the RFP specifications and other Contract requirements if the Bidder is awarded the Contract.
7. Each Bidder who submits a bid, by submitting a bid, agrees to indemnify and hold harmless the District and its employees, board members, and consultants for any claim against the District involving the Bidder and arising out of the bid process. By submitting a bid, each Bidder agrees that it will make not claim against the District regarding this RFP or the bid process.
8. Each Bidder must provide pricing for a payment and performance bond per the requirements of Michigan Compiled Laws Section 129.201. The performance and payment bonds shall be in an amount equal to the base bid, but do not include the cost of bonds within the base bid. Rather, the costs should be identified separately. The bonds shall be solely for the protection of the District and shall be executed by a surety company authorized to do business in the state of Michigan and be listed in Federal Register or have an AM Best Rating of B+ or better.
9. All Bidders, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and applicable federal and state laws, rules and regulations and will abide by the terms and conditions thereof.
10. **Each Bidder complete Appendix A as the three forms are the proposal bidding documents. The documents include Affidavit of Bidder, Iran Economic Sanctions Act Certification, and the bid proposal sheet.**
11. ***The Board of Education will take action at the following regularly scheduled board meeting. The district will not be able to take procession of the bus(es) until March 1, 2024. However, the once the Board of Education takes action, the district will provide a purchase order the following day to the award bidder.***



APPENDIX A

Vehicle

Mandatory Criteria:

- Minimum of 8 passengers and max of 10
- New or used will be considered with no more than 30,000 miles

Proposal -Vehicle 1:

Price: _____ (do not include warranty)

Model Year: _____

Number of Passengers: _____

Miles: _____

Proposal -Vehicle 2:

Price: _____ (do not include warranty)

Model Year: _____

Number of Passengers: _____

Miles: _____



FAMILIAL RELATIONSHIP DISCLOSURE FORM AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ (the Bidder) and any member of the Board of Education of the School District or the Superintendent of North Muskegon Public Schools.

List and describe any Familial Relationships:

BIDDER: _____
By: _____
Its: _____

STATE OF MICHIGAN)

_____) ss.
COUNTY OF _____)

The instrument was acknowledged before me on the ____ day of _____, 2024, by _____.

_____, Notary Public
_____, County, Michigan

My Commission Expires: _____

Acting in the County of: _____

My Commission Expires: _____