

**Request for Proposal
One or Two Vans
For the Columbus School District
Attn: Beth Munson
200 S School St.
Columbus, WI 53925
Phone: 920-623-5950
emunson@columbus.k12.wi.us**

Proposals are due in the District Office by 12:00PM (noon) on Wednesday May 1, 2024. All proposals must be clearly marked as "Vehicle Proposals, Van". Proposals may be either mailed to the District Office Address above, with ATTN: Beth Munson clearly labeled, or emailed to emunson@columbus.k12.wi.us (which will remain sealed until the public bid opening. All proposals will be opened at the Public Bid Opening held at 1:00 PM on Wednesday May 1, 2024 in the District Office (can be virtually attended through the link on the Business Department webpage on the Columbus School District Website).

All proposals must be detailed and give full specifications including specific warranty information. Cost is only one factor to be considered. The best value, service and long term expense will be also considered. The expectation on the equipment is for school (commercial) inspected setting, everything will need to be fully installed, (turn-key including electrical components) by the manufacturer or other arrangements for installation must be detailed.

The van(s) to be purchased by the School District must have the following specifications or comparable (the following should be considered general or minimum specifications; please detail any items that differ):

1. One to Two new (or 2022 or newer) 10-passenger van(s).
2. Manufactured with exactly 10 total seats consisting of 1 driver and 9 passenger seats (Wisconsin State Patrol has ruled that vans must be designed to seat less than 10 passengers).
3. Automatic Transmission.
4. Gas V-6 engine or larger.
5. Full size Spare Tire and Wheel.
6. Power door locks.
7. Heavy duty seat material, vinyl or other easily cleaned material.
8. Front and rear heat and air conditioning.
9. Cruise control.
10. Exterior back-up camera with internal monitor.
11. Four sets of keys.
12. School District reserves the right to reject any or all proposals and to waive any irregularities, or to accept any proposals which will be in the best interest of the School District for any reason. Low cost proposal does not necessarily determine outcome, as all factors will be considered for the best interest of the District. The school board or designee may conduct interviews of bid submitters. School Board reserves the right to discuss and negotiate possible changes that may benefit the School District or fit within their budget parameters.
13. Proposals shall remain acceptable for a period of 60 days from the time of submission.