

# REQUEST FOR PROPOSAL

2004 Ford CW3 Van

**Issued on:** August 8, 2024

**Bid due date:** August 23, 2024, by COB (4:00 PM AKST)

**CLASSIFICATION:** 2004 Ford CW3 Van Request for Bid Proposal

## **Terms & Conditions**

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the RFP and attachment from the School District website at <https://www.galenaalaska.org/procurement/>.

To be considered for award, the bid must be received via email no later than 4:00 P.M., Alaska Time, August 23, 2024.

Submit bid to Jim Merriner, GCSD Director of Administrative Projects, via email at the following email address:

**[jim.merriner@galenanet.com](mailto:jim.merriner@galenanet.com)**

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### **SECTION 1 – INTRODUCTION**

The purpose of this Request for Proposal (RFP) is to invite bids to purchase a 2004 Ford CW3 Van. Estimated value is less than \$5,000. Minimum bid is \$2,500. Working vehicle. Mileage = 59,474. See attached “Notice of Bid” for additional vehicle details.

### **SECTION 2 – SELECTION CRITERIA**

- Highest monetary bid.
- The winning bidder must have the capability of picking up the van from a Galena City School District (GCSD) office parking lot on Van Horn Road in Fairbanks, Alaska.

### **SECTION 3 – ATTACHMENTS**

One “Notice of Bid” attachment.

### **SECTION 4 – COMPLIANCE**

The selected vendor, contractor, installer will be required to adhere to all Alaska Department of Education and Early Development (DEED), State of Alaska, and Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are

accessible pursuant to the aforementioned laws. The School District's website accessibility standards can be found here: <https://www.galenaalaska.org/>.

## **SECTION 5 – QUESTIONS**

Please direct all questions to Dawn Cogan, GCSD Site Administrator, via e-mail: [dawn.cogan@ideafamilies.org](mailto:dawn.cogan@ideafamilies.org). Please Cc GCSD Director of Administrative Projects Jim Merriner: [jim.merriner@galenanet.com](mailto:jim.merriner@galenanet.com).

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

## **SECTION 6 – SUBMISSION**

To be considered for award, the bid must be received via email no later than 4:00 P.M., Alaska Time, August 23, 2024.

Submit bid to Jim Merriner, GCSD Director of Administrative Projects, via email at the following email address:

[jim.merriner@galenanet.com](mailto:jim.merriner@galenanet.com)

Once the bid is awarded, GCSD accepts no responsibility for maintenance on the vehicle or transportation of the vehicle from the Van Horn Road location.