

REQUEST FOR PROPOSAL

10' or 12' Used Box Truck

Proposal Due: November 19, 2021 at 11:00 am

*at which time they will be publicly opened

Sealed Proposals to Be Marked: Box Truck

Lincoln Intermediate Unit 12

ATTN: Director of Finance

P. O. Box 70

65 Billerbeck Street

New Oxford PA 17350

Contacts:

Tim Stanton

Director of Finance

tastanton@iu12.org

phone: 717 624 6418

STATEMENT OF INTENT

The Lincoln Intermediate Unit 12 is requesting proposals for a ten (10) or twelve (12) foot box truck. This document establishes the requirements for the requested services. Proposals should address all Requests for Proposal (RFP) requirements.

The Proposer declares understanding, agreement and certification of compliance to provide the items and/or services at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original RFP and as modified by any addendum.

TERMS & CONDITIONS

GENERAL

NO INTERMEDIATE UNIT (IU) OBLIGATION: There is no expressed or implied obligation for the IU to reimburse the Company for any expenses incurred in preparing the Proposal. The IU shall not be responsible for any pre-agreement expenses of any Company.

PROPOSAL

PROPOSAL DEADLINE: The RFP must be RECEIVED by 11:00 am EST on November 19, 2021.

THE PROPOSAL SHALL INCLUDE:

Attachment 1: Bid Form

TERMS

COVER ALL RFP REQUIREMENTS: The company must submit a complete Proposal covering all requirements identified in this RFP in order to be considered. All Proposals must be submitted on the IU forms as attached with this specification. Proposals submitted on forms other than the enclosed may be rejected. Non-compliance with RFP specifications will disqualify Proposals from further consideration.

RFP TERMS SUPERCEDE PROPOSAL TERMS: In the event of a conflict between the proposal and the RFP, the IU shall resolve any inconsistency in favor of the RFP. Additionally, the IU shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The company agrees to abide by the decisions of the IU.

SUBMITTED PROPOSAL ARE FINAL: All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without consent of the IU after the scheduled closing time for the receipt of the Proposals.

ACCEPTANCE

RIGHT OF REJECTION: The IU reserves the right to reject any or all Proposals and to waive informalities and minor irregularities' in Proposals received. The IU, in its sole discretion, will determine whether an irregularity is minor.

EVALUATION CRITERIA: Proposals will be evaluated by the IU and designated staff by the following criteria:

- a. The extent to which the items bid meet or exceed specification and function

AWARD OF CONTRACT

The contract will be awarded following IU procedures to the lowest bidder who has submitted an acceptable bid.

DELIVERY

The Delivery truck shall be delivered as specified on the IU's purchase order.

TERMINATION

POOR/NON-PERFORMANCE: During the terms of the contract, the IU may terminate the contract for nonperformance, poor performance, late delivery, or other cause. The decision to terminate rests solely with the IU and/or its duly appointed representative. In event of termination the IU shall give the vendor written notice fifteen (15) days prior to termination. The IU may thereafter procure products or services from other vendor.

Regards,

Tim A. Stanton
Director of Finance
Lincoln Intermediate Unit 12

SPECIFICATIONS:

Item 1 Used 2015 or newer box truck with a 10' or 12' box
Mileage cannot exceed 110,000
Hydraulic brakes
Automatic transmission
Dock height

Item 2 Lift Gate

ATTACHMENT 1 – BID FORM

Item #	Description	Total Price
Item 1	Used 2015 or newer box truck with a 10' or 12' box Mileage cannot exceed 110,000 Hydraulic brakes Automatic transmission Dock height	\$ _____
Item 2	Lift Gate	\$ _____
	TOTAL COST OF TRUCK	\$ _____

Vendor Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Contact Email: _____

Contact Phone #: _____