

**Entity Name:** South Dakota State Government

**Event Number:** 8612

**Event ID:** 23IFB8612

**Event Name:** Minivans for DOT

**Requested By:** Scott Nelson

**Created By:** Scott Nelson

**Due By Date:** 06/06/2023 01:30 PM Central Time

**Q&A Cutoff Date:** 04/04/2023 9:20 AM Central Time

**Invitation Type:** Invitation Only

**Assigned Commodities:** 070-92 Vans, Cargo (Effective 1-1-06 this item has been inactivated, refer to Class 071, 072 and 073); 070-93 Vans, Personnel (Regular and Handicapped Equipped) (Effective 1-1-06 this item has been inactivated, refer to Class 071, 072 and 073); 070-94 Vans, Modified (Custom) (Effective 1-1-06 this item has been inactivated, refer to Class 071, 072 and 073); 071-17 Buses and Vans, Prisoner Transport (Incl. Special Components); 071-90 Vans, Cargo; 071-91 Vans, Customized; 071-92 Vans, Passenger (Regular and Handicapped Equipped)

**Allow Supplier Terms and Conditions:** No

**Public Responses:** No

**Display Awardee:** Display

**Posting Board Status:** Published

**Event Status:** Event Under Review

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**Section #: Name:**

**1 Section 1 - IFB Event**

Do not submit response through ESM Sourcing as this section is for informational purposes only. Please download IFB document and follow submittal instructions to respond.

Description of the Work to be Done:

The South Dakota Department of Transportation (SDDOT) requests bids for the manufacture and delivery of transit minivans in accordance with the terms and conditions outlined in this Invitation for Bids (IFB) for 2023 Minivan Procurement. The contracts must be firm-fixed-price contracts. The bid will be evaluated based on the lowest Responsive and Responsible bid that meets specifications.

The SDDOT is requesting the following types of rolling stock:

- Minivan-10

Minivans are being purchased to replace existing vehicles that have exceeded their useful life and need to be replaced and for the addition of vehicles for the expansion of existing fleets. End recipients of the vehicles will be rural and/or urban public transportation or specialized transportation providers throughout the state of and surrounding states.

In addition, there will be options available for up to an additional year, providing model availability, under this contract, for the purchase of additional rolling stock up to the quantities listed below:

- Minivan-10

Proposed Schedule for the Procurement:

- The following is the solicitation schedule for bidders: Bidder questions, communications, and requests: 05/04/2023
- Responses to Bidders' questions, communications, and requests and/or Agency addenda: 05/17/2023
- Bid Due Date: 1:30 PM CT, 06/06/2023

Obtaining the Invitation for Bid Documents:

Bid documents may be obtained electronically at the SDDOT Website <https://dot.sd.gov/transportation/public-transit/procurement> Any questions regarding the electronic documents can be directed to Brenda Sharkey at 605.773.8082 [brenda.sharkey@state.sd.us](mailto:brenda.sharkey@state.sd.us)

Questions, Clarifications, Alternates, and Omissions:

All correspondence, communication, and contact regarding any aspect of this IFB must be only with the assigned Transportation Specialist, Brenda Sharkey, unless otherwise instructed by the program manager. Bidders and their representatives must refrain from contacting or communicating with any member of the end recipient agency, its employees, or the board of directors regarding any aspect of this solicitation or IFB.

At any time during this procurement up to the time specified in 1.1 Proposed Schedule for the Procurement, bidders may request, in

writing, clarification or interpretation of any aspect, a change to any requirement of the IFB or any addenda to the IFB. Requests may include suggested substitutes for specified items and brand names. The words "product or equal" herein means material, furnishing, assembly, manufacturer, brand, trade name, element, item, or similar description, as applicable. Wherever a product is named in the specifications, the phrase "or approved equal in the opinion of the Office of Air, Rail, and Transit" must be implied throughout the specification, whether specifically noted or not.

Should a bidder find discrepancies or ambiguities in or omissions from the IFB documents, or should the bidder be in doubt about the meaning, the bidder must request an interpretation in writing within the specified time frame.

If it should appear to a prospective bidder that the performance of the work under the contract, or any of the matters relating thereto, is not sufficiently described or explained in the IFB documents or that any conflict or discrepancy exists between different parts of the contract or with any federal, state, local or SDDOT law, ordinance, rule, regulation or other standard or requirement, then the proposed bidder must submit a written request for clarification to the SDDOT within the period specified above.

If, in any of the IFB documents, a manufacturer cannot meet the specification as written, and the vendor may request an exception or alternative to the IFB, in writing, before the bid. Exceptions taken by the bidder must be submitted in advance of the pre-bid question deadline as detailed. The SDDOT will be the sole judge of what constitutes an allowable exception and then only if the basic requirements of the specification are essentially unaltered.

Such written requests must be made to the assigned Transportation Specialist, Brenda Sharkey. The bidder making the request must be responsible for its proper delivery to the SDDOT and must be confirmed with the Transportation Specialist. Any request for a change to any requirement of the IFB documents must be fully supported with technical data, test results, or other pertinent information showing evidence that the exception will result in a condition equal to or better than that required by the IFB without a substantial increase in cost or time requirements.

Before submitting bids and when corresponding by email, it is suggested that through verbal or email confirmation, all correspondence, including pictures, links to websites, written questions, and other communications, have been received by the SDDOT Office of Air, Rail, and Transit.

Addenda to the IFB and Responses to Questions, Clarifications, Alternates and Omissions:

All responses to clarifications or Requests for Pre-Bid Change Exception/Approved Equal Forms must be provided to all prospective bidders. Any clarifications, modifications, approval of alternates, or changes to this solicitation will be published on the SDDOT website at <https://dot.sd.gov/transportation/public-transit/procurement>. It is the sole responsibility of the prospective bidder to monitor the SDDOT website for any answers to questions, changes, or addendums.

The SDDOT reserves the right to amend the IFB at any time in accordance with the 1.1 Proposed Schedule for the Procurement. Any amendments to the IFB must be described in written addenda. Addenda will be posted on the SDDOT website <https://dot.sd.gov/transportation/public-transit/procurement>. Failure of any prospective bidder to receive the addenda must not relieve the bidder from any obligation under the IFB therein. All addenda issued will become part of the IFB. Prospective bidders must acknowledge the receipt of each addendum in their bids on the form Acknowledgement of Addenda. Failure to acknowledge in the bid receipt of addenda may, at the SDDOT's sole option, disqualify the bid.

If the agency determines that the addenda may require significant changes in the preparation of bids, the deadline for submitting the bids may be postponed allowing bidders sufficient time to revise their bids. Any new due date must be included in the addenda.

A response must be confirmed by a written addendum to be official and binding on the SDDOT. Deviation from the IFB during the bid process or changes to the purchase order or contract resulting from this solicitation will not be allowed unless previously authorized, in writing, only by an addendum to the solicitations or a modification to the purchase order or contract issued by the SDDOT Office of Air, Rail, and Transit.

Methods of Bidding:

Bids are requested for items as described on the attached Bid Form. Submit bids on the form included in the IFB. A bid submitted on a form other than the one provided will not be considered. Oral, telephone, email or fax bids or modifications will not be considered.

Bids must be submitted in a sealed envelope and in accordance with the instructions in this solicitation. The solicitation title "SDDOT Office of Air, Rail, and Transit – 2023 Minivan Procurement," along with the bid opening date and time should be written in the lower left corner of the envelope.

All responses require the return of the entire completed forms and must be signed by an authorized agent of the bidding firm.

Bid Submission:

Bids must be organized and tabbed and submitted to Jack Dokken, Program Manager, SDDOT, Office of Air, Rail, and Transit, 700 E. Broadway Avenue, Pierre, South Dakota, 57501 in accordance with the following requirements:

- Submit bid(s) on the prescribed form(s), furnished in the IFB, with the bidder's full name, address, and signature.
- Fill in all applicable blanks on the Bid Form in ink.
- For bid completion, the bidder must state the unit price. As the Bid Form explains, the bid must be the net unit price of all items.
- Manufacturer's name, model, and other information, as requested on the Vehicle Questionnaire.
- Submit all required certifications within the federally required clauses from the Federal Transit Administration. The federal clauses and certifications are included later in this document.
- Submit the bid before the time and date specified. Bids received after the specified time will not be opened or considered and will be returned.
- Any previously approved exceptions to the specifications must be noted on the bid specifications sheets and submitted with the Bid Form.
- Submit the bid in a sealed envelope, bearing on the outside the bidder's name, address, and name and date of the IFB. If sent by US Mail, a sealed envelope containing the bid and all certifications and other required documents must be enclosed.

Supporting Bid Documentation

The following materials must accompany each bid for each type of vehicle. See attached pages for the required forms and certifications. The omission of any of these materials may result in the rejection of the bid.

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- 1.24 Warranty Stations, Contractor Service and Parts Support Data Form
  - 1.26 Federal Motor Vehicle Safety Standards (FMVSS) – A written certification that each vehicle supplied through this bid will comply with FMVSS. Officials representing the Transit Vehicle Manufacturer (TVM), which a bidder represents, must certify to TVM's compliance with required FTA provisions, DBE Certification.
  - 1.4 Acknowledgement of Addenda Form
  - 1.8 Vehicle Questionnaire Form
  - 3.0 Bid Form
  - Floor plan
  - DBE Certification Letter
  - Completed Statement of Assurances and FTA Federally Required Clauses and Certifications, which are included in the proposal, including but not limited to: Debarment and Suspension, TVM/DBE, Lobbying
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## **Terms and Conditions**

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### **ESM Sourcing Terms**

None

### **General Terms and Conditions**

None

### **Event Specific Terms and Conditions**

Please see the attached IFB document.