



**MANCHESTER PUBLIC SCHOOLS  
OFFICE OF FINANCE & MANAGEMENT**

**REQUEST FOR PROPOSAL FOR**

**MANCHESTER PUBLIC SCHOOLS  
PURCHASE OF A NEW 2023 KIA SPORTAGE HYBRID LX AWD**

**RFP #024-001**

**PROPOSAL DUE:  
Thursday, December 21, 2023  
10:00 A.M.**

**VIRTUAL OPENING  
Thursday, December 21, 2023  
10:15 A.M.**

**Office of Finance & Management  
45 North School Street  
Manchester CT 06042  
(860) 647-3445  
Fax: (860) 647-8210**

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### **Bid/RFP Procedure**

Manchester Public Schools Bid/RFP opening procedures.

1. Bid/RFP responses must be received by the date/time indicated in the documents. Vendors have the option of mailing documents so that they are received prior to the opening date and time or vendors may contract the Office of Finance & Management to make an appointment to drop off their documents.
2. Bid/RFP openings will be held virtually through Google Meet. Instructions will be provided for access to the virtual opening. Bidders must contact the Office of Finance & Management for login information.
3. The virtual opening will be held 15 minutes after the proposals are due to give vendors time to login.
4. The virtual opening will be exactly the same as a regular opening - a representative of the Office of Finance & Management will open the packages and will publicly read the results. Results are not final until reviewed. Awardees will be notified. Tabulations will be completed and available upon request.

If you have any questions, please contact the Office of Finance & Management at (860) 647-3444, (860) 647-3445 or email [RFPs-Bids@mpspride.org](mailto:RFPs-Bids@mpspride.org).

Karen L. Clancy  
Assistant Superintendent of Finance & Management  
Manchester Public Schools  
(860) 647-3444

**LEGAL NOTICE  
REQUEST FOR PROPOSALS  
Manchester Public Schools  
Town of Manchester**

**Purchase of a New 2023 KIA Sportage Hybrid LX AWD  
RFP #024-001**

Manchester Public Schools (MPS) is requesting proposals for the purchase of a new 2023 KIA Sportage Hybrid LX AWD. Specifications and forms are available on the MPS website using the following link:  
<https://www.mpspride.org/Page/311>. Sealed proposals are to be submitted to the Assistant Superintendent of Finance & Management, 45 North School Street, Manchester, CT 06042, by the date and time listed below:

**Proposals will be accepted until Thursday, December 21, 2023 at 10:00 a.m.**

Please direct any questions about the RFP to the Office of Finance & Management, 45 North School Street, Manchester, CT. MPS reserves the right to reject any and all proposals. MPS is an equal opportunity employer and requires affirmative action policy for all its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Date of Notice: December 15, 2023  
Karen L. Clancy  
Assistant Superintendent of Finance & Management  
Manchester Public Schools

Posting Dates:  
December 15, 2023  
December 16, 2023

### **Inquiries**

All questions pertaining to this Request for Proposal shall be emailed to Office of Finance & Management at [RFPs-Bids@mpspride.org](mailto:RFPs-Bids@mpspride.org) or faxed to (860) 647-8210 no later than three (3) business days prior to the date the proposals are due. All information given to Manchester Public Schools except by written addendum shall be informal and not binding on Manchester Public Schools nor shall it furnish a basis for legal action by any proposer or prospective proposer against Manchester Public Schools.

### **Timeframe and Directions for Submission**

The contents of the proposals are outlined in the Content and Organization of Proposals sections. Proposals are to be submitted no later than Date/Time and may be sent by mail or hand delivered to:

Manchester Public Schools  
Karen L. Clancy  
Assistant Superintendent of Finance & Management  
45 North School Street  
Manchester, CT 06042

### **Content and Organization of Proposals**

The Request for Proposals (RFP) is intended to provide interested vendors with information concerning the conditions and requirements for submitting proposals. Vendors must examine all information and materials contained in this RFP. **Failure to do so will be at the vendor's risk.** In response to the RFP, vendors shall adhere to the established format. By doing so, comparable, objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The proposal shall contain the following sections, in order and format described below.

A. **Submittal Letter**

A submittal cover letter on company letterhead addressed to Karen L. Clancy, Assistant Superintendent of Finance & Management, which includes the following:

- a statement by the Vendor accepting all terms, conditions and requirements contained in the RFP;
- a brief discussion of the Vendor's background, including the number of years in business in Connecticut, experience and ability to perform this contract in accordance with specifications; and
- any other information as requested for this RFP.

B. **Standard Vendor Documents**

Vendors shall sign and include all documents and forms provided with the RFP. These documents are in a PDF fillable format except for the signature and date sections.

C. **Price Proposal**

Vendors shall submit a price proposal which indicates their full cost to provide the specific product described.

D. **Exceptions**

Only the exact make and model of the vehicle and options specified shall be accepted. MPS will not consider alternate vehicles or options.

All Vendors shall submit the original and one (1) complete copy of the proposal. The proposals shall be submitted in a sealed envelope with the **proposal number, proposal name, and opening date and time** plainly marked in the **lower left-hand corner** of the envelope.

### **General Terms and Conditions**

1. The proposal and any addenda will be issued on the Manchester Public Schools' website at <https://www.mpspride.org/Page/311>. It shall be the responsibility of the vendor to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to vendors. Failure of any vendor to receive any such addendum or interpretation shall not relieve such vendor from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the vendor with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.
3. Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
4. All proposals shall be opened publicly and read aloud. Vendors may be present at the opening of proposals. All proposals shall be tabulated and copies of said tabulation shall be made available to vendors upon their request.
5. MPS will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of MPS and will not be returned. Respondents to the RFP are hereby notified that all proposals submitted and information contained therein and attached thereto be subject to disclosure under the Freedom of Information Act after evaluation and award decision have been made.
6. All deliveries and commodities or services hereunder shall comply in every respect with all applicable laws of the federal government and/or State of Connecticut. Purchases made by MPS are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in the proposal prices.
7. MPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MPS.
8. MPS may make such investigation as deemed necessary to determine the ability of the vendor to discharge a contract. The vendor shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the proposer fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional proposals

will not be accepted.

9. Specifications cannot be modified by anyone other than the assigned agent for MPS.
10. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
11. The vendor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without the consent of MPS.
12. The vendor shall be required to submit the Affirmative Action Statement with their completed proposal package. The successful vendor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
13. The vendor shall be required to submit the Non-Collusive Proposal Statement with their completed proposal package.
14. **Hold Harmless:** The vendor/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the vendor/insured, any sub vendor, anyone directly or indirectly employed by any of them or anyone for whose acts of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.
15. The use of subcontractors is prohibited unless authorized in writing by the MPS Assistant Superintendent of Finance & Management, or Superintendent of Schools, or their duly authorized signatory authority.
16. The contract will be managed by Larry Cedrone, Buildings and Grounds Supervisor.



## **Specifications for Proposal**

### 2023 Sportage Hybrid LX AWD

#### Standard Features

#### **MECHANICAL**

- 1.6 L Turbocharged Hybrid Powertrain
- 6-Speed Automatic Transmission w/Paddle Shifters
- Drive Mode Select
- All-Wheel Drive w/ Center Locking Differential
- Electronic Parking Brake w/Auto Hold

#### **KIA DRIVE WISE DRIVE-ASSIST TECHNOLOGY.**

- Forward Collision-Avoidance Assist
- Lane Departure Warning & Lane Keeping Assist
- Driver Attention Warning w/Leasing Vehicle Departure Alert
- Parking Distance Warning - Reverse

#### **SAFETY**

- Dual Front Advanced Airbags
- Dual Front Seat-Mounted Side & Full-Length Curtain Airbags
- Electronic Stability Control
- Downhill Brake Control & Hill-Start Assist Control

#### **INTERIOR, COMFORT & CONVENIENCE**

- 8" Audio Touchscreen & Rear Camera Display
- Android Auto and Apple CarPlay
- Dual Automatic Climate Control w/Auto Defogger
- Remote keyless Entry & Alarm System
- Front USB Charge Port
- Heated Front Seats
- 60/40 Split-Folding and Reclining Rear Seats
- Compact Spare Tire
- Rear Occupant Alert

#### **EXTERIOR**

- 17" Alloy Wheels
- LED Headlights / Tail Lights / Daytime Running Lights
- Heated Outside Mirrors
- Rear Privacy Glass and Rear Spoiler

### COLORS

- Exterior Color: Snow White Pearl
- Interior Color: Black

### OPTIONS

- Carpeted Floor Mats
- Wheel Locks

### WARRANTY

- Dealer must be located within a 20 mile radius of Manchester, CT to service vehicle under warranty
- Please specify warranty in the pricing table or send warranty details with the proposal
- Industry-leading Kia 10-year/100,000 mile warranty program
- Warranty and service policy must be submitted by the successful vendor.

### DELIVERY

- Delivery must be coordinated with Larry Cedrone
- Delivery will be made to Manchester Public Schools, Buildings & Grounds Department, 325 Olcott Street, Manchester CT 06042
- Delivery if of prime importance may be a factor in awarding this bid. Please indicate delivery time after receipt of order on the pricing proposal.
- No dealer advertising should be affixed to the vehicles
- Successful vendor must supply all manufacturers' equipment and technical advice necessary for the proper operation of the vehicle, which includes, but is not limited to, manuals, diagnostic tools or software for the chassis, engine and other accessories.
- All equipment must meet all Federal and State regulations and meet OSHA regulations and be so certified.

### VEHICLE REGISTRATION

- The Town of Manchester/MPS will process the registration for the new vehicles.
- The successful vendor will be required to submit to MPS the proper documentation needed to register the vehicle.

### **Evaluation Criteria and Selection**

Proposals will be reviewed and evaluated based upon the following factors, each of which has equal weight:

- A. Competitiveness of price proposal
- B. Completeness of proposal package

Manchester Public Schools (MPS) shall select the vendor whose proposal is determined by MPS to be best suited and most advantageous, and provides the greatest overall benefit to MPS on the basis of the criteria and/or factors of evaluation listed.

Manchester Public Schools retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

**Manchester Public Schools**  
**45 North School Street**  
**Manchester CT 06402**

**Vendor Information**

Legal name of vendor: \_\_\_\_\_  
(Print Business, Partnership or Corporate Name)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Federal Tax Identification Number (FEIN): \_\_\_\_\_

Contract Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

The vendor is \_\_\_\_\_ individual \_\_\_\_\_ partnership

\_\_\_\_\_ corporation, incorporated in \_\_\_\_\_, please affix seal.

**Manchester Public Schools  
45 North School Street  
Manchester CT 06042**

**Affirmative Action Statement**

TO: All Vendors

FROM: Karen L. Clancy, Assistant Superintendent of Finance & Management

SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy  
Assistant Superintendent of Finance & Management

**Statement of Policy**

It is the employment policy of \_\_\_\_\_  
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex, age or physical handicap in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City/State/Zip Code

**Manchester Public Schools  
45 North School Street  
Manchester, CT 06042**

**Non-Collusive Statement**

TO: All Vendors

FROM: Karen L. Clancy  
Assistant Superintendent of Finance & Management

SUBJECT: Non-Collusive Statement

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The proposal has been arrived at by the vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition, and;
2. The contents of the proposal have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

\_\_\_\_\_  
Legal Name of Vendor

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Name and Title of Authorized Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

**Manchester Public Schools  
45 North School Street  
Manchester, CT 06042**

**Price Proposal**

I/WE have received the proposal documents and addenda numbered and dated as follows:

Addendum #\_\_\_\_\_ dated \_\_\_\_\_

Addendum #\_\_\_\_\_ dated \_\_\_\_\_

Addendum #\_\_\_\_\_ dated \_\_\_\_\_

I/WE, the undersigned, hereby agree to furnish and deliver the requested product at the price named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	2023 Sportage Hybrid LX AWD - Standard Model		EACH		
2	Exterior Color: Snow White Pearl		EACH		
3	Interior Color: Black		EACH		
4	Additional Costs (Options)		LUMP SUM		
5	Delivery Charge		LUMP SUM		

Specific Warranty Information

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Specific Delivery Time After Receipt of Order

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