



Request for Proposal
Purchasing of a 6 Passenger Vehicle with Body Style of Van or Passenger Wagon
Alabama School of Mathematics and Science
1255 Dauphin Street
Mobile, AL 36604

April 11, 2022
Alabama School of Mathematics and Science
Request for Proposal Instructions to Bidders

Purpose of Request for Purchase (RFP):

The Alabama School of Mathematics and Science (ASMS) is soliciting bids for the purchase of one brand new six passenger vehicle with the body style of a van and/or passenger wagon. Bids for used vehicles will not be accepted.

Important Information:

RFP #	2022 RFP-02
RFP Issued by	Alabama School of Mathematics and Science (ASMS)
Release of RFP	Monday, April 11, 2022
Closing Date/Time	Proposals must be received by 3 p.m. (CT) on Monday, May 2, 2022
Delivery of Proposals	Submissions are to be mailed to 1255 Dauphin Street, Mobile Alabama 36604 or dropped off at the Front Desk at the Alabama School of Math and Science.
Opening of Bids	Tuesday, May 3, 2022, at 1:00 p.m. in ASMS Media Room
Bid Award Notification	May 5, 2022

I. Request for Proposal- Vehicle Specifications below:

1. Color: White or Silver
2. Provide a picture of Vehicle
3. Year of Vehicle: 2021 or Newer
4. Interior of durable material; leather optional
5. 4 Cylinder Engine or higher
6. Fuel System: Gasoline not Diesel
7. Full Power Option (Brakes, steering, door locks, windows)
8. 4 Wheel ABS Brakes Brake Type: 4-Wheel Disc
9. Front Wheel Drive
10. Air Conditioning
11. Minimum Passenger Seating of 6
12. Automatic transmission
13. One (1) Set of 4 rims with All Weather Tires
14. Fuel Tank Capacity, Minimum Approx. (gal): 15.8
15. 3rd Row Seat
16. Minimum of 2 sets of keys, remote type
17. One spare key, non-remote type
18. Blind Spot Information System: Cross Traffic Alert
19. Delivery of Vehicle if more than 25-mile radius of school (ASMS)

II. Proposal Format: all pages should be consecutively numbered, and as follows:

The following format, sequence, and instructions should be followed.

- a. A short one- or two-page summary of the key features of the proposal
- b. The body of the proposal, including pricing.
- c. A detailed description of all costs associated with the requirements listed in this RFP.
- d. Proposals should be submitted in a sealed envelope and contain the person's name, email address, and company name submitting the bid with full address and contact information. Proposals must be signed.

III. General Requirements

An original proposal must be delivered to the attention of Keidrick Wooten, Alabama School of Mathematics and Science, 1255 Dauphin Street, Mobile, Alabama 36604 no later than **3:00 p.m. on May 2, 2022**. No proposal will be accepted for consideration after this date and time.

The award will be made on May 5, 2022. All questions concerning the process should be directed to Keidrick Wooten in writing, email address: kwooten@asms.net.

IV. Postponement Of Openings

A bid opening may be postponed by ASMS, even after the time scheduled for bid opening, if the school has reason to believe that the bids of an important segment of bidders have been delayed in the mail, or in the communication system specified for transmission of bids, for causes beyond their control and without their fault or negligence (e.g., flood, fire, accident, weather conditions). At the time of a determination to postpone a bid opening, the new time and date shall be communicated by issuance of an addendum to the prospective bidders who are likely to attend the bid opening. ASMS shall maintain records in the bid file explaining the circumstances of the postponement.