

ALPENA COMMUNITY COLLEGE

REQUEST FOR PROPOSAL (RFP)

Used 12-Passenger Van

Alpena Community College
665 Johnson Street
Alpena, Michigan 49707

RFP INFORMATION

Release Date: March 5, 2026

Questions Due: March 13, 2026

Proposal Due Date and Time:
March 19, 2026 at **10:00 A.M. (Local Time)**

PROJECT DESCRIPTION

Alpena Community College (ACC) is requesting proposals from qualified vendors for the **purchase and delivery of one used 12-passenger van** to support institutional transportation needs.

The College seeks a reliable vehicle suitable for commercial or institutional passenger transport with **low mileage, strong safety features, and excellent mechanical condition.**

VEHICLE REQUIREMENTS

The proposed vehicle must meet or exceed the following minimum requirements.

General Requirements

- 12 Passenger seating capacity (driver plus 11 passengers minimum)
- Maximum **45,000 miles**
- **2022** or newer
- Clean vehicle title (no salvage, rebuilt, or flood titles)
- Automatic transmission
- Gasoline engine preferred
- Front-wheel drive, Rear-wheel, all-wheel drive acceptable
- No major accidents reported
- Vehicle must pass standard mechanical inspection

Safety Features

- Anti-lock Braking System (ABS)
- Electronic Stability Control
- Traction Control
- Driver and passenger airbags
- Tire pressure monitoring system
- Factory-installed seat belts for all seating positions

Comfort and Operational Features

- Air conditioning (front and rear climate control preferred)
- Power steering
- Power brakes
- Power windows
- Power door locks
- Cruise control

- AM/FM radio or infotainment system
- Clean interior in good condition
- Tires in good condition
- No significant body damage or excessive rust

PREFERRED FEATURES

The following features are desirable but not required:

- Remaining manufacturer warranty
- Optional extended warranty
- Maintenance records
- Bluetooth connectivity
- Blind spot monitoring
- Parking sensors
- Remote start
- Keyless entry
- Back Up Camera

EVALUATION CRITERIA

Proposals will be evaluated using the following weighted scoring criteria.

Evaluation Category	Points
Price	40 Points
Vehicle Mileage	20 Points
Vehicle Condition	20 Points
Warranty Availability	10 Points
Safety Features	10 Points
Total Possible Points	100 Points

Evaluation Notes

Price (40 Points)

Lowest responsive bid will receive the highest score. Other bids will be scored proportionally.

Mileage (20 Points)

Vehicles with lower mileage will receive higher scores.

Vehicle Condition (20 Points)

Evaluation of vehicle history, maintenance records, interior condition, exterior condition, and mechanical soundness.

Warranty (10 Points)

Availability and coverage of remaining manufacturer warranty or vendor-provided warranty.

Safety Features (10 Points)

Evaluation of safety equipment beyond the minimum requirements.

PROPOSAL SUBMISSION REQUIREMENTS

Vendor proposals must include the following information:

- Year, Make, and Model of vehicle
- Vehicle Identification Number (VIN)
- Current mileage
- Description of safety and comfort features
- Warranty information (if applicable)
- Maintenance records (if available)
- Photos of the vehicle (recommended)
- Estimated delivery date
- Total cost including delivery

QUESTIONS AND COMMUNICATION

All inquiries and communications regarding this RFP shall be directed to:

Kurt Konieczny

Director of Facilities Management

Telephone: (989) 358-7202

Fax: (989) 358-7551

Email: konieczk@alpenacc.edu

All questions must be submitted **in writing by March 13, 2026**.

Responses will be provided to all known potential bidders.

BID SUBMISSION

Proposals must be submitted no later than:

March 19, 2026 at 10:00 A.M. (Local Time)

Submit proposals to:

Lyn Kowalewsky

Controller – VLH 110

Alpena Community College

665 Johnson Street

Alpena, Michigan 49707

Email submissions may also be sent to:

kowalewl@alpenacc.edu

COST PROPOSAL FORM

Proposals Due: March 19, 2026 – 10:00 A.M.

Vendor Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Vehicle Information

Year: _____

Make: _____

Model: _____

VIN: _____

Mileage: _____

Warranty Included (Yes/No): _____

Warranty Description: _____

Base Bid Price

Total Cost (Including Delivery):

\$ _____

ACC reserves the right to reject any and all bids.

Bids may be evaluated based on **vehicle condition, safety features, warranty coverage, reliability, and vendor service capabilities**, and not solely on price.

The vehicle must meet all applicable **Michigan motor vehicle safety and commercial transportation requirements**.

A certificate of insurance may be required.

ACC reserves the right to cancel the purchase at any time and for any reason. Vendors will be compensated only for approved costs incurred prior to cancellation.

ACKNOWLEDGEMENT OF ADDENDUM

Instructions to Bidders

On the lines below, please list all Addenda (if applicable) that have been issued since this original RFP was released. This verifies that you are aware of said Addenda and that any associated costs (additions or subtractions) are included in the proposal.

If none have been issued, please write **“Not Applicable.”**

Addendum Number: _____

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IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

Bidder Certification – NOT “IRAN-Linked Business”: By submitting a bid, the bidder shall be deemed to have certified that it is not an “Iran-Linked Business” as defined in Act 517, Public Acts of Michigan, 2012; MCL 129.311, et seq.