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Dawson Community College (DCC) – Utility Task Vehicle (UTV) for Dawson Community College RFP
(Submission deadline is noon on May 15, 2023)

Overview and Background:

Dawson Community College is located in the eastern border of Montana, approximately 36 miles from the Montana and North Dakota borders. The college was established in 1940; it is a dynamic institution of more than 400 students. The main campus is approximately 350 acres, sits adjacent to Makoshika State Park, hosts a disc-golf course, and has many amenities for its students and community members.

DCC currently owns and maintains a UTV at the DCC campus to assist in general work at the campus. DCC will retain our current unit for purposes of maintaining our baseball and softball fields.

Project Goals:

DCC is seeking competitive, formal bids in order to purchase one new UTV for DCC. **Please note: This is a work UTV. It needs to be functional and capable, but does not need all the “bells and whistles” that someone purchasing a recreational vehicle might desire.**

Scope of Work:

- Provide a proposal for one (1) new (2022 or 2023) UTV that will meet the minimum requirements listed on the next section of this RFP.
 - The intentions of the college are to purchase a new unit, however, if a used piece of equipment meets this same criteria and is substantially less expensive than a new one, the college would consider this in the decision process.
- Ensure the UTV is delivered to DCC and functioning properly.

Minimum Requirements for Vehicle:

- Automatic or CVT transmission
- At least 40hp
- At least 1,000 lb. Cargo box capacity (weight)
- Cargo box at least 45 x 12 x 52 in.
- 4-wheel drive
- At least 2,000 lb. towing capacity
- At least 800cc, 4-cycle gas EFI

This institution is an equal opportunity provider

- Liquid cooling system
- Factory warranty
- Fully enclosed unit
- Heating system
- Windshield wipers/Fluid
- Crank/Electric Windows
- Ability to connect to a snow blade system

Preferences/Options:

In the event we want to add one or both of the following options to the UTV, please list their price, separately, on the proposal.

- A blade attachment
- Sprayer with booms
- Street legal kit

General Information:

- DCC is open to vendor recommendations regarding the make and model of the new UTV.
- DCC is planning to purchase at least one (1) UTV.
- The issuing office is the sole point of contact for the provisions of this RFP and the resulting proposal.
- Any questions can be directed to Todd Thompson at tthompson@dawson.edu and/or (406) 939-2154.
- The RFP will be posted on DCC's website, <https://www.dawson.edu/>, and can be downloaded from there directly as of 5:00 p.m., April 27, 2023.

Project Timeline:

The vehicle proposed **MUST** be delivered to DCC on or before June 30, 2023. If you are not able to meet or exceed this deadline, please provide a timeline that you are able to accommodate.

Submission of Proposals:

Respondents to this RFP must submit their proposal – by hand or email – no later than 12:00 pm (noon), May 15, 2023, to Todd Thompson, located in Main Hall (DCC's Main Campus), or tthompson@dawson.edu. *The proposals will be opened by the Dean of Finance and Operations and the Director of Physical Plant.

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated after noon on May 15, 2023. The selected vendor will be notified by 5:00 pm on the following Wednesday, May 17, 2023.

Elements of Proposal:

A submission should, at a minimum, include the following elements:

1. Manufacturer and model of UTV being proposed.
2. A detailed Specification Sheet for the UTV being proposed.
3. Ensure the UTV are listed as separate items on the RFP and not combined.
4. Please disclose the Manufacture Suggested Retail Price (MSRP).
5. The individual price of our preferences/options as separate items.
6. Specific warranty details for the UTV being proposed.
7. Document any related fees or processing fees.
8. Document any delivery fees to have the UTV delivered to DCC.
9. Timeframe to secure and deliver the UTV.

Mandatory Disclosures:**Tax Exempt:**

Dawson Community College (DCC) is a tax-exempt entity. All bids should reflect no sales tax included in the final submission.

Exclusions:

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled *exclusions*.

Sub-Contracted Work (if applicable):

If any of the scopes of the project will be outsourced to a third party, the vendor name and work to be completed must be included in the proposal. DCC reserves the right to request a different sub-contracted company.

Proof of General Liability Insurance:

Each vendor must include proof of current general liability insurance as a part of the proposal. The policy coverage should have a minimum of \$1,000,000 aggregate coverage.

Performance Bond (if applicable):

Pursuant to DCC institutional policies, all construction-related projects greater than \$100,000 will require the vendor to purchase and provide proof of a performance bond for the entire project.

RFP Questions (if applicable):

Vendors should only direct inquiries and questions to the following individual(s) at DCC. Any communication received by anyone else at DCC, should not be included in the proposal.

Point(s) of Contact:

- Todd Thompson, tthompson@dawson.edu or contact him directly at (406) 939-2154.
- Justin Villmer, jvillmer@dawson.edu, or contact him directly at (406) 377-9406.

Statement of Disclosure:

The board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college.