



REQUEST FOR QUOTATION

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

Cargo Van (2)

Table with 3 columns: Quotation No: 25-6-10001-03140, Due Date / Time: 10-23-24 / 2PM/Local Time; Instructions: See below for specs.; Return to: Jeff Sponn, Director of Procurement, University of Southern Indiana, Procurement Services (Support Services Building), 8600 University Blvd, Evansville, IN 47712, jsponn@usi.edu

GENERAL INSTRUCTIONS TO PROPOSERS
USI Proposal form must be returned to:
PROCUREMENT, Support Services Building
JEFF SPONN, Director of Procurement
Email: jsponn@usi.edu
Late Submissions will NOT be considered in bid analysis

- This is a quote for TWO (2) NEW or less than 10,000 miles 2024 or 2025 Model Van
Brands/Models: Dodge Small Cargo Van, OR Ford Transit OR Ford F150 OR Mercedes Sprinter OR Nissan NV
White, Red or Blue
Ladder Racks
Body Side Moldings
Doors: Duel Sliding side, 180 degree swing out rear
Windows all the way around the vehicle
Front Wheel Drive or ALL Wheel Drive (NO 4wheel drive)
Air conditioning
AM / FM Radio
Overhead storage shelf
Power Windows and locks
4 keys (fleet non chip preferred if available)
4 cylinder or 6-8 cylinder engine
Automatic transmission
Powered steering
Back-up camera
Please enclose descriptive literature of item bid
Please advise earliest possible delivery date after receipt of order
Include any known mileage
Bids must include ALL applicable costs and fees associated with this purchase

Cost: \$ \_\_\_\_\_
Earliest possible delivery date after receipt of order: \_\_\_\_\_

Please direct any questions concerning this quotation to: Rick Riggan, Motor Vehicle Coordinator, USI
Phone: 812-461-5437 cell: 812-456-6797 Email: rlriggan@usi.edu

Insurance Certificate naming USI as "Additional Insured", Workers Compensation, Auto Liability and Employers Liability coverage is to be included in bid package.

For proposal results please view our website at www.usi.edu/procurement/competitive-bids-results

**A. General Terms and Conditions**

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

**B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Prices are firm for \_\_\_\_\_ days
2. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_
3. Shipment to be made from \_\_\_\_\_ within \_\_\_\_\_ days

**C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, how certified: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

For questions arising from this proposal request, please complete:

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature:   
Jeff Spohn, Director of Procurement

Date: 10-9-24