

# **REQUEST FOR PROPOSAL**

**For**

**Gas-to-electric conversion of 2016 Ford Transit 350HD cutaway bus**

**SouthWest Transit**

**14405 West 62<sup>nd</sup> Street**

**Eden Prairie, MN 55346**

Release Date: August 18th, 2021

Request For Clarification Must Be Received

No Later Than 3:00 pm Central Daylight Time, September 1<sup>st</sup>, 2021

Proposal Must Be Received

No Later Than: 5:00 pm Central Daylight Time, September 3rd, 2021

## REQUEST FOR PROPOSAL NOTICE

SouthWest Transit (“SWT”) is requesting proposals from qualified service providers for conversion of a 2016 Ford Transit 350HD cutaway bus from a gasoline powertrain to a fully electric powertrain.

All proposals must be clearly identified as “Gas-to-electric conversion of 2016 Ford Transit 350HD cutaway bus, 2021.” Proposals must be received by September 3rd, 2021, at 5:00 p.m. Central Daylight Time.

### BACKGROUND

The attached Scope of Work describes the project and tasks in detail.

Vendors are encouraged to visit SWT’s Maintenance Facility to view the bus on which the gas-to-electric conversion will occur. Inspections will be allowed and requested pictures provided Monday through Friday between the hours of 10:00 a.m. and 5:00 p.m. Please call Tony Kuykendall at 952-974-3185 to make an appointment. Additionally, any and all questions pertaining to this project must be submitted in writing to Tony Kuykendall, Vehicle Maintenance Manager, by e-mail to [tkuykendall@swtransit.org](mailto:tkuykendall@swtransit.org) or by mail to:

SouthWest Transit  
14405 West 62nd Street  
Eden Prairie, MN 55346

Proposals will be considered if received by September 3rd, 2021 at 5:00 p.m. Central Daylight Time via any of the following methods of delivery:

1. Faxed to 952-974-2081 to the attention of Tony Kuykendall, Vehicle Maintenance Manager
2. E-Mailed to Tony Kuykendall at [tkuykendall@swtransit.org](mailto:tkuykendall@swtransit.org)
3. Mailed to SouthWest Transit, Attention: Tony Kuykendall, 14405 West 62<sup>nd</sup> Street, Eden Prairie, Minnesota, 55346.
4. Delivered to SouthWest Transit Customer Service during normal business hours, attention Tony Kuykendall, at 14405 West 62<sup>nd</sup> Street, Eden Prairie, Minnesota, 55346.

All work for this project is to be completed within a 90-day period after the notice to proceed has been issued, or must be noted when the project would be completed.

Any potential proposer seeking clarification regarding the project must make inquiry by e-mail no later than 3:00 pm CDT on September 1st, 2021 to: Tony Kuykendall, [tkuykendall@swtransit.org](mailto:tkuykendall@swtransit.org)

## **CONDITIONS AND STIPULATIONS**

All proposals must show the total cost for the complete conversion, as well as the additional cost of a DC charger as described in the Scope of Work. All prices in each proposal must be honored for at least six months after the proposal is submitted, and each proposal must state in writing the proposer's commitment to honor prices for that period or longer.

Copies of the Request for Proposal Documents will be available by email request to [tkuykendall@swtransit.org](mailto:tkuykendall@swtransit.org).

SWT reserves the right to reject any or all proposals, waive formalities or any irregularities in proposals, negotiate terms and conditions, and to select the proposals and options that best meet the needs of SWT.

During the selection process, SWT reserves the right, where it may serve SWT's best interest, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions.

Unless a specific note is made to the contrary in the proposal or a subsequent contract, SWT will assume that each proposal conforms to the Scope of Work, and an award to a proposer will bind that proposer to comply fully with all of these Conditions and Stipulations and the Scope of Work.

The SWT Commission reserves the right to select the proposal that best meets the needs of SWT and its employees. SWT's objective is to select a proposal that will provide the best possible fully electric 2016 Ford transit 350HD cutaway, at the best possible cost while meeting the specifications set forth in the Scope of Work. The SWT Commission will choose the proposal that best fits its needs. The SWT Commission is not obligated to award the contract based on cost alone. Final decision on the award will be granted by the SWT Commission following its policies and procedures.

The successful proposer will be required to enter into a contract with SWT in the form of SWT's standard Contract for Goods and Services, a copy of which is available upon request.