



**Purchasing Dept. Morgan Hall Room 214, 1700 College, Topeka, KS 66621**

**REQUEST FOR QUOTATION THIS IS NOT AN ORDER**

**Reply must be in before 2:00 PM November 01, 2024, to Purchasing Office  
Morgan Hall #214.  
Request Date October 17, 2024**

Washburn University requests quotations on one (1) **NEW or USED** ½ or ¾ ton 4x4 truck. Large Tires that can handle Native Grasslands/Snow/and Heavy Hauls through Mud, Extended Cab, Camper Top and Trailer Hitch are **REQUIRED**. The truck should have Front and Rear Auxiliary Air Conditioning and Heat, Automatic Transmission, and Warranty. All prices are to be quoted F.O.B. Washburn University, must include all shipping and handling charges, and must remain firm for 60 days following the closing date for receiving quotations. State in the columns provided the unit and extended prices you are quoting. The University reserves the right to reject any and all quotations. The University is exempt from all sales and federal excise taxes. If substitutions are offered, provide complete specifications.

**Quotations are to be presented to the Purchasing Office, c/o Morgan Hall Room 214, Washburn University, 1700 SW College Ave, Topeka, KS 66621, or E-Mailed to [purchasing@washburn.edu](mailto:purchasing@washburn.edu) NO LATER THAN 2:00 PM November 1, 2024.**

ALL QUOTATIONS MUST BE MADE ON THIS FORM

	Quantity	Each Price	Extended Price
<p>Washburn University requests quotations for one (1) <b>NEW or USED</b> ½ ton or ¾ ton 4x4 truck. <b>The truck should be equipped with Front and Rear Auxiliary Air Conditioning and Heat, Automatic Transmission, Large Tires, Extended Cab, Camper Top, Trailer Hitch and Warranty. Please provide descriptive literature on truck(s) quoting.</b></p> <p><b>OPTION # 1 New ½ ton 4x4 Truck</b></p> <ul style="list-style-type: none"> <li>• Year 2024</li> <li>• NEVER BEEN IN AN ACCIDENT</li> <li>• Large Tires to Handle Native Grasslands</li> <li>• Extended Cab</li> <li>• Camper Top</li> <li>• Trailer Hitch</li> </ul> <p><b>OPTION # 2 New ¾ ton 4x4 Truck</b></p> <ul style="list-style-type: none"> <li>• Year 2024</li> <li>• NEVER BEEN IN AN ACCIDENT</li> <li>• Large Tires to Handle Native Grasslands</li> <li>• Extended Cab</li> <li>• Camper Top</li> <li>• Trailer Hitch</li> </ul>	(1)	\$	\$

<p><b>OPTION # 3 Used ½ ton 4x4 Truck</b></p> <ul style="list-style-type: none"> <li>• Year 2020 or Newer</li> <li>• LESS THAN (&lt;) 75,000 MILES</li> <li>• NEVER BEEN IN AN ACCIDENT</li> <li>• Large Tires to Handle Native Grasslands</li> <li>• Extended Cab</li> <li>• Camper Top</li> <li>• Trailer Hitch</li> </ul> <p><b>OPTION # 4 Used ¾ ton 4x4 Truck</b></p> <ul style="list-style-type: none"> <li>• Year 2020 or Newer</li> <li>• Less Than (&lt;) 75,000 Miles</li> <li>• NEVER BEEN IN AN ACCIDENT</li> <li>• Large Tires to Handle Native Grasslands</li> <li>• Extended Cab</li> <li>• Camper Top</li> <li>• Trailer Hitch</li> </ul> <p>Pricing shall include all shipping and delivery/destination charges, administration fees, and preparation charges. FOB Destination: Washburn University, 1700 SW College Avenue, Topeka, KS 66621</p> <p><b>DELIVERY SHOULD BE IMMEDIATELY UPON AWARD</b></p>			
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Delivery will be made _____ calendar days after receipt of a purchase order.			

To: Director of Purchasing, Washburn University

I/we certify that I am/We are in compliance with all applicable federal and Kansas laws regarding employment practices including, but not limited to: Title VII of the Civil Right Act of 1964 and amendments (42 USC 2000e et seq.); the Age Discrimination in Employment Act (29 USC 621 et seq.); the Americans with Disability Act (P.L. 102-166); and, the Kansas Acts Against Discrimination (K.S.A. 441001 et seq.)

I/we affirm that I/we will furnish and deliver the vehicle at the price stated, and that I/we accept the terms and conditions of this bid.

Date \_\_\_\_\_ Signed By \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name & Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_ FEIN: \_\_\_\_\_

**One (1) NEW or USED ½ or ¾ Ton 4x4 Truck**

**Vehicle Specifications: Vehicle quoted should have the complete specification sheet attached to this quote.**

NEW or USED

4-Wheel ABS Traction Control, Advance Traction w/ roll stability control, battery with run down protection, 4.10

Limited-Slip traction control, tachometer,

Air Conditioning/heat – both front and rear axillary, Rear Window Defroster

AM/FM Stereo Radio w/ seek-scan, aux audio input, external memory control. Audio control on steering wheel, 8 speakers (4 front-4 rear),

Automatic Transmission

Warranty

**Vendors are to provide an itemized list of all features and specifications on a NEW or USED ½ Ton or ¾ Ton 4x4 truck with submitted bid quotation.**

**OPTION # 1 – Vehicle as specified above. Year 2024 and never been in an accident.**

**OPTION # 2 – Vehicle as specified above. Year 2024 and never been in an accident.**

**OPTION # 3 – Vehicle as specified above. Year 2020 with less than (<) 75,000 miles and never been in an accident.**

**OPTION # 4 – Vehicle as specified above. Year 2020 with less than (<) 75,000 miles and never been in an accident.**

## **Terms and Conditions**

### **Right to Reject Bids**

Washburn University reserves the right to reject any or all bids submitted and to waive any formality, informality, or irregularity in any bid received.

### **Compliance with Laws**

The successful vendor shall comply with any and all applicable federal, state and/or local laws, regulations, ordinances, rules and orders of appropriate governmental authorities, including without limitation, those relating to payment of taxes, obtaining licenses and securing permits.

### **Award of Contract**

Any award of contract and/or purchase order resulting from this Request for Quotation will be made in accordance with the following:

- a. Evidence of the experience, qualifications and financial responsibility of each vendor and the time of completion are all acceptable to the University.
- b. The award of a contract will be made on the basis of the best qualified responsible quotation that meets the specifications and requirements of the Request for Quotation as determined by the University. The University may reject for consideration any quotation not prepared and submitted in accordance with the provisions herein; and hereby reserves the right to waive any informalities in, or to reject any or all quotations which, in the opinion of the University, will best serve the interest of the University.

### **Responsibility of the Vendor**

No consideration will be granted for any alleged misunderstanding of the requirements of the bid document, it being understood that the tender of a bid carries with it the agreement to all provisions of the bid document.

All vendors are expected to read the bid document and respond in the manner directed. All questions asked herein should be answered and all information requested herein should be supplied.

### **Taxes**

The University is exempt from federal and state taxes including sales, excise and transportation taxes.

### **Shipping Terms**

All items awarded shall be provided F.O.B. Destination as specified herein.

### **Exceptions**

As a part of the bid response, vendors shall indicate any part of the bid document with which they take exception. Any exceptions taken should be outlined in their response with easy cross-reference to the portion or section of the bid document with which the exception is being taken.

### **Competition**

The purpose of this Request is to seek competition. Vendors shall advise the Purchasing Office if any specification, language or other requirements inadvertently restricts or limits proposals to a single source. Notification shall be in writing and must be received by the Purchasing Office no later than three (3) business days prior to the request for proposal closing date. The Director of Purchasing reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.