

Invitation to Bid

ITB# ESD 112-11-26

Issued by:



2500 NE 65th Ave
Vancouver, WA 98661

Invitation to Bid for:

Used Car Purchase

Issue Date:
March 30, 2026

BIDS ARE DUE BY 2:00 PM ON

April 14, 2026

BRIEF SCOPE OF WORK

ESD 112 seeks to purchase of up to six used vehicles for use in our motor pool fleet. Please see below for details.

PROJECT TIMETABLE

ITB Release	March 30, 2026
Bids Due	April 14, 2026

Submit complete copies of the quotation to:

BY MAIL:

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812

BY EMAIL:

Jeff Strunk, Purchasing Manager
Educational Service District 112
Jeff.Strunk@esd112.org

Refer all questions in writing to:

Jeff Strunk, Director of Purchasing & Facilities
Educational Service District 112
Jeff.Strunk@esd112.org

ESD 112 Bid Site:

<https://www.esd112.org/itb-rfp-rfq-contracts/>

GENERAL TERMS AND CONDITIONS

ADMINISTRATIVE REQUIREMENTS -

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington. ALL bids submitted become the property of ESD 112. It is understood and agreed that the prospective Bidder claims no proprietary rights to the ideas and written materials contained in or attached to the bid submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the bidders own organization in preparing the bid. No contingent fees for such assistance will be allowed to be paid under any contract resulting from ITB.

CANCELLATION OF AWARD - ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where the negotiation of contract activities is necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Bidder shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All bids submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a bid must certify that each company or agency of the

consortium can meet the requirements set forth in the ITB.

COST OF BID & AWARD - The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the bid submitted. Therefore, the bid shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES - ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the ITB. Written complaints should be addressed to ESD 112, Chief Financial Officer, 2500 NE 65th Avenue, Vancouver WA 98661.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal

opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this bid, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored bids.

LIMITATION – This ITB does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this ITB, or to procure or contract for services or supplies.

LATE BIDS – A bid received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose bids are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The bid shall warrant that the costs quoted for services in response to the ITB are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 112 Purchasing Manager, within three days.

PUBLIC SAFETY – may require background checks if stipulated below. May also require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Bidder's

employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Bidder's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF BIDS – ESD 112 reserves the right to accept or reject any or all bids received as a result of this ITB, to negotiate with any or all prospective contractors on modifications to bids, to waive informalities, to postpone award, or to cancel in part or in its entirety this ITB if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING – No activities or services included as a part of this bid may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the bid. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL BIDS – Verbal bids will not be considered in making the award of any contract as a result of this ITB.

Submittal Forms

Please provide your Proposer Response Documents in the following order;

SUBMITTALS

- Non-Collusion Affidavit
- Pricing Form
- Proposer's Offer and Acceptance Form

NON-COLLUSION AFFIDAVIT - A

ITB TITLE: _____

ITB DUE DATE: _____

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and this is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative **SHALL** be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME _____ (Check one) ___ Corporation ___ Partnership ___ Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____ FEDERAL E.I. NUMBER _____

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes ___ No ___

If yes, please explain _____
_____.

TO BE COMPLETED BY NOTARY PUBLIC:

State of _____	Subscribed and sworn to before me this _____
County of _____	day of _____ 20 _____
Notary seal	I, the undersigned notary public, do affirm the above individual has presented valid identification to me.
	_____ SIGNATURE OF NOTARY PUBLIC
	_____ DATE MY COMMISSION EXPIRES

PRICING FORM – B

EDUCATIONAL SERVICE DISTRICT 112
MAIL TO: 2500 NE 65TH AVE. VANCOUVER, WA 98661
EMAIL TO: Jeff.Strunk@esd112.org

DESCRIPTION OF CARS REQUESTED

ESD 112 seeks the purchase of up to six used vehicles for use in our motor pool fleet.

- Vehicles should be similar or equal to Nissan Rogue in terms of quality and functionality
- Vehicles should have a model year of 2024 or 2025
- Vehicles should have less than 35,000 miles on the odometer

Please list below the vehicles you have available that meet the above criteria. For vehicles with additional features exceeding the criteria, please add those in the “Extras” column.

Make/Model	Year	Extras	Mileage	Price
				\$
				\$
				\$
				\$
				\$
				\$

The Owner reserves the right to accept or reject any or all bid prices within sixty (60) days of the bid date.

PROPOSER'S OFFER AND ACCEPTANCE FORM - C

The undersigned hereby agrees to the requirements, terms and conditions of **ITB ESD 112-11-26, Used Car Purchase**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services and is in all respects fair and without collusion or fraud.

Legal Name of Firm or Corporation

Signature of Proposer's Authorized Representative
Representative

Printed Name of Company

Title of Proposer Representative

Date Signed

Legal Address of Proposer's Company (including address, city, state and zip code)

Company Phone (including area code)

Company Fax (including area code)

Federal Tax Identifier of Proposer's Company

E-Mail Address

To the Proposer:

Effective this ____ day of _____, 2026

ESD 112 is accepting the proposal and awarding a contract to the Proposer named above for the **Used Car Purchase** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 112 in accordance with the requirements, and terms and conditions, in Contract ESD 112-11-26, Used Car Purchase.

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661

By Tim Merlino, Superintendent (or Designee)