# Kansas Coordinated Transit District Council

5815 Marlatt Avenue

Manhattan, Kansas 66503

Telephone 785-537-6346

e-mail: [asmith@rileycountyks.gov](mailto:asmith@rileycountyks.gov)

March 5, 2024

Dear Vendor:

The Kansas Coordinated Transit District Council (KCTDC) invites your company or representative to submit a Bid for the following:

1. Minivan – MUST seat 6 passengers plus the driver
2. Ramp Accessible Mini-Van
3. Full Size Van
4. 20 Passenger Composite Small Transit Bus (Fixed Route Equip. incl.)
5. 20 Passenger Metal Small Transit Bus (Fixed Route Equip. incl.)

The specifications, certifications, protest procedures, weight analysis, and other bid documents that must be submitted with your bid(s) can be located at the following link:

<http://www.ksdot.org/burTransPlan/pubtrans/2022-bid-documents.asp>

If you have any problems with the files on the website, please contact Anne Smith.

## No electronically submitted bids will be accepted.

All bids sent via US Mail **MUST** be received no later than **March 23, 2024**. Your bid must be sent in two envelopes to:

Anne Smith, Chairperson

Kansas Coordinated Transit District Council 5815 Marlatt Avenue

Manhattan, Kansas 66503

**Place the following information in the lower right-hand corner:**

**RFQ # 001-24**

**Closing Date: March 25, 2024**

**VEHICLE BID, DO NOT OPEN**

**On the inside envelope mark: Vehicle BID – Do Not Open**

If necessary, you may **hand deliver** your bid on opening day, **March 25, 2024** before 10:30

## a.m. to the Kansas Coordinated Transit District Council at the Eisenhower State Office Building in Topeka, KS.:

Kansas Department of Transportation Eisenhower State Office Building

2nd Floor, Conference Room A 700 SW Harrison

Topeka, Kansas 66603

This year we will be holding a **Pre-Bid Conference Call** to go over the vehicle specifications and what is expected of the successful bidders. Based on past problems with delivered vehicles, as well as a number of changes to the vehicle specifications that have been made this year, we believe it would be beneficial for all bidding vendors to participate on this Pre-Bid Conference Call. Therefore, **we strongly suggest that all bidding vendors be on the conference call.** After the Pre-Bid Conference Call, any questions requiring a decision or addendum by the Kansas Coordinated Transit District Council will be posted on the Kansas Department of Transportation Website no later than **February 27th, 2024**. These will not be mailed out. **It is the**

**bidder’s responsibility to check the website for any addendums and signature sheets prior to submitting their bids**. Successful vendors will be selected solely based on the price, responsibility and responsiveness. The Pre-Bid Conference Call information is below:

## February 20th, 2024 at 10:00 a.m.

**Dial-in number: 1-877-400-9499**

**Conference Code: 6226778122**

If you have any questions, please feel free to contact me at (785) 537-6346. Sincerely,

Anne Smith

Chairperson - Kansas Coordinated Transit District Council cc: Taylor Zortman, Kansas Department of Transportation