



**Request for Documented Quote**  
**For CMU 2857 37-56 Passenger Bus**



**DQ Issue Date:** November 11, 2025

**Proposal Due Date:** December 2, 2025, by 11:00 am MST

**Issued By:** Shannon Drake  
Purchasing Specialist/Buyer

## Table of Contents

Official Means of Communication .....	3
Bid Submission .....	3
Background, Overview & Goals .....	3
Brand Name or Equal .....	3
Bid Evaluation Samples .....	4
Award .....	4
Required Submittals.....	4

## Official Means of Communication

During the solicitation process for this DQ, all official communication between the Purchasing Department and Offerors will be via postings on the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access to the solicitation documents and for electronic submission of proposals. **NOTE: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.** The University does not have access or control of the vendor side of the RMEPS site; contact RMEPS directly to resolve any issues encountered prior to response deadline at (800) 835-4603.

The Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Offeror. **It is incumbent upon Offerors to carefully and regularly monitor the RMEPS website for any such postings.**

The Purchasing Department will also post communications through the University Open Solicitations website at: <https://www.coloradomesa.edu/procurement-payment/open-solicitations.html>. Information on this website is for reference only; the RMEPS website is the platform of record. It is incumbent that bidders review the University's Solicitation Instructions.

## Bid Submission

Proposals must be received on or before the date and time indicated on the Documented Quote form. Proposals will be accepted electronically through the RMEPS website. The Documented Quote form **MUST** be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. Proposals which are determined to be at a variance with this requirement will not be accepted.

## Background, Overview & Goals

Colorado Mesa University's Athletic Program has an immediate need for a 37-56 passenger bus. The specifications below outline the required features and performance standards for the bus. Responses submitted offering a brand name or equal must provide a side-by-side comparison of vehicle features indicating where the equal meets all specifications as noted in the Brand Name or Equal paragraph. This vehicle will be titled and enrolled in the State of Colorado Fleet Management Program; warranty service and after-sales service and support will be provided in Grand Junction, Colorado.

## Brand Name or Equal

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specification are there for the purpose of establishing and describing overall performance and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer. If unable to quote on specified items, quote on "or equal items", specifying catalog number, brand, etc. Brochures and/ or specifications and samples of each must be submitted. The University reserves the right to make the final decision as to comparable items.

If bidding a brand name or equal, the bidder is responsible to include in the bid a side-by-side comparison of the equal brand or manufacturer to the specifications outlined in the solicitation. All bidders must provide detailed information about the equipment offered highlighting where the specifications have been met or exceeded.

## Bid Evaluation Samples

The University reserves the right to test drive offered vehicles to make a determination of acceptability of vehicle prior to extending an offer. Colorado Mesa University is not liable for any cost incurred by bidders in preparation of this bid. All costs are the responsibility of the bidder.

## Bid Bonds/Security

A bid security in an amount equal to 5% of your proposal shall be furnished if your proposal exceeds \$50,000. If the specifications so state, it may be required for projects of less than \$50,000. **A bid bond may be required for this proposal.**

## Award

Colorado Mesa University reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received and to accept all or any portion of the bid if deemed in the best interest of the University and not contrary to law. This bid implies no obligation on the part of the University to pay any costs incurred in the preparation or the submission of such bids, or to purchase or contract for products or services, nor does the University's silence imply any acceptance or rejection of any offer.

Purchase order will be issued from State of Colorado Fleet Management Program; all title work will indicate State Fleet. Award will be made to the low responsive and responsible bidder(s) whose bid is acceptable subject to the following evaluation criteria:

- **The model offered meets the specifications and includes the required features, and desired options.**
  - **The awarded bus will be required to pass mechanical and DOT inspection as a condition of enrollment in the State Fleet Program**
  - **The awarded bus will need to provide an outside vendor's mechanics report.**
  - **The awarded bus will need to submit photos of all four sides of the physical vehicle.**
- **Availability of local dealership for warranty service and repairs.**
  - **Identify the local dealer that will provide warranty service and after sales service and support.**
- **Price – pricing shall be presented as the complete acquisition cost inclusive of any specified features and options.**
- **Availability of vehicle – provide delivery date of bus.**

## Required Submittals

- **Specific information about each model offered.**
  - **Itemized literature that provides detailed specifications must accompany the bid response.**
- **Warranty information.**
- **Itemized pricing on the Documented Quote Form.**
- **Signed Documented Quote form.**
- **Itemized literature that provides detailed specifications.**
- **Bid Bond (may be required)**

**Documented Quote Form****CMU 2847 37-56 Passenger Bus**

Proposals Due: December 2, 2025, by 11:00 am MST

Complete and return this form with your submission. Quote **DELIVERED PRICES** on the following goods or services. No bid is to be contingent on the purchase of all items listed. The right is reserved to reject any and all bids or parts thereof.

**It is incumbent that bidders review the University's Solicitation Instructions.**

Quantity	Unit	Description	Unit Price	Total Price
1	EA	37-56 Passenger Bus		
		<p style="text-align: center;"><b>Specifications:</b></p> <p>The vehicle must be a 2018 or newer model.</p> <p>Vehicle mileage does not exceed 200,000 original miles.</p> <ul style="list-style-type: none"> <li>• <b>Seating Capacity:</b> 37-56 passengers</li> <li>• <b>Height:</b> Range of 12.5 to 13 feet, or taller</li> <li>• <b>Seating:</b> Comfortable, reclining seats, with individual lights and power outlets</li> <li>• <b>Climate Control:</b> Air conditioning and heating systems</li> <li>• <b>Entertainment:</b> Power outlets and Wi-Fi capability</li> </ul>		

		<ul style="list-style-type: none"> <li>• <b>Storage:</b> Dedicated overhead storage for smaller items and large underfloor luggage bays for equipment and suitcases</li> <li>• <b>Engine:</b> Diesel engine, such as a Cummins or a Volvo, with power to comfortably handle Colorado &amp; Utah terrain</li> <li>• <b>Transmission:</b> Automatic transmissions like the Allison B500 are commonly</li> <li>• <b>Vehicle must have a clear and free title.</b></li> </ul> <p><b>Preferred Features:</b></p> <ul style="list-style-type: none"> <li>• Restroom</li> <li>• Engine - 400 to 525 HP</li> </ul>		
		<p>The vehicle will be delivered to Colorado Mesa University at the address below:  Colorado Mesa University  1260 Kennedy Avenue  Grand Junction, CO 81501</p>		
		<p>Colorado State Fleet Management will provide purchase Order and title instructions. Contact Info is below:  Terry Sisneros  New Vehicle Coordinator  303-866-5482  dpa_newvehicle@state.co.us</p> <p>All vehicles must come with a Title Application, Bill of Sale, and the Invoice (Buyer's Orders). Payment for vehicle delivered will be by wire transfer on the first business day of the following month. We do not accept delivery during the last six business days of the month. The State does not pre-pay for vehicles before delivery.</p>		

--	--	--	--	--

**Bidder acknowledges receipt of Addendum No. \_\_, \_\_, \_\_, \_\_ (to be completed by bidder as necessary)**

**Delivery can be completed \_\_ days from date of purchase order.**

Discounts: \_\_\_\_\_

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

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**The undersigned hereby agrees to deliver the items specified herein in accordance with terms, conditions, specifications, and prices set forth.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_