



**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
FORD 2025 F250 SRW 4X4 REG CAB**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies/Individuals to provide a proposal for a Ford 2025 F250 SRW 4X4 REG CAB. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company/Individual to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

**Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):**

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that they are not a spouse, child, parent, sibling (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

For a complete copy of LCCC's Title IX Policy and LCCC's Nondiscrimination Policy, please go to <https://www.luzerne.edu/about/titleix.jsp>

## **II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by Noon on Tuesday, May 27, 2025. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College  
Purchasing Director, Mr. Len Olzinski  
521 Trailblazer Drive  
Nanticoke, PA 18634  
Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to: Physical Plant, Keith Graham, Director of Facilities, [kgraham@luzerne.edu](mailto:kgraham@luzerne.edu) 570-740-0302.

## **Section III. CONTRACT TERM**

Purchase outright.

## **Section IV. SPECIFICATION**

**Ford 2025 SUPER DUTY F250 SRW 4X4 REG CAB  
LT 245/75R17E BSW ALL-TERRAIN  
3.73 ELECTRONIC - LOCKING AXLE  
PLATFORM RUNNING BOARDS  
120V/400W OUTLET  
SNOW PLOW PREP PACKAGE  
INTERIOR WORK SURFACE  
ROOF CLEARANCE LIGHTS  
UPFITTER SWITCHES  
250 AMP ALTERNATOR  
PAYLOAD PACKAGE UPGRADE  
EXTERIOR OXFORD WHITE  
INTERIOR MEDIUM DARK SLATE VINYL  
STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE  
SE C24057  
DELIVERY CHARGES TO BE INCLUDED  
MUNICIPAL TAGS TO BE INCLUDED  
8'5" WESTERN PRO PLUS SNOWPLOW WITH RUBBER DEFLECTOR**

Responding Companies/Individuals must address the following subjects in their proposal:

### **1. Company/Individual History and Organization**

Provide a brief history including brief biographical information regarding the personnel who would be directly responsible for the service.

### **2. Cost Proposal and Invoicing**

Provide cost and any and all associated fees corresponding with the specifications described in Section IV.

### **3. Insurance (Companies/Contractors only, does not apply to individuals)**

The successful provider shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured

- Automobile Liability
- Include a copy of Certificate of Insurance including limits with the response.

**4. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like to thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason so you will remain on our active bidders list for the future. Fax to 570-740-0525.

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You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.