Des Moines Prep

95 East 5th Street, Des Moines, IA 50309

A public charter school — Opportunity Education Network

INVITATION FOR BID — PURCHASE OF USED SCHOOL BUS

Bid / Solicitation Number: DMP-BUS-2026-01

Issue Date: September 9, 2026

Procurement Method: Sealed Bid (2 CFR § 200.320(b)(2))

Contact: Hannah Marck, hmarck@opportunityeducation.org, (319) 389-2935

SECTION 1 — PUBLIC NOTICE TO BIDDERS

NOTICE OF INVITATION FOR BID

Des Moines Prep, a public charter school authorized under Iowa Code chapter 256F and operating as part of the Opportunity Education Network (the "School"), will receive sealed bids for the purchase of one (1) used school bus, as described in the bid specifications available with the full bid package.

Federal funding notice: This procurement is funded in whole or in part with federal grant funds under the U.S. Department of Education's Charter Schools Program (CSP) – Grants to State Entities (Assistance Listing No. 84.282A), awarded to the Iowa Department of Education as pass-through entity and sub-granted to the School and will be conducted using the sealed bid method of procurement in accordance with 2 CFR § 200.320(b)(2) and the School's procurement policy.

Bid documents available: Beginning September 9, 2026, the complete Invitation for Bid package (instructions, specifications, required certifications, and bid form) is available at https://www.desmoinesprep.org or by request to Hannah Marck (hmarck@opportunityeducation.org).

Sealed bid submission deadline: Friday, October 9, 2026, 2:00 p.m. Central Time. Bids must be submitted electronically by email to **hmarck@opportunityeducation.org**, with the subject line "SEALED BID — DMP-BUS-2026-01 — DO NOT OPEN." Emails will not be opened or reviewed before the public bid opening. Bids received after the deadline, however delivered, will not be considered.

Public bid opening: Bids will be publicly opened and read aloud on Friday, October 9, 2026, at 2:15 p.m. Central Time. The virtual meeting join link/dial-in information will be posted at the same location as this notice no later than 3 business days before the bid opening. Bidders and members of the public are welcome to attend.

The School reserves the right to reject any and all bids, to waive minor informalities or irregularities in bids received, and to award in the manner determined to be in the best interest of the School. Award, if made, will be to the lowest responsive and responsible bidder meeting the specifications.

The School is committed to full and open competition and does not apply geographic or in-state vendor preferences in this procurement. Minority-owned, women-owned, veteran-owned, and small businesses are encouraged to submit bids and, where subcontracting opportunities exist, will be afforded the affirmative outreach required by 2 CFR § 200.321.

Questions: Direct all questions in writing to Hannah Marck, hmarck@opportunityeducation.org, (319) 389-2935, at least

3 business days before the bid submission deadline. Verbal answers are not binding; the School will issue any material clarification as a written addendum posted to the same location as this notice.

SECTION 2 — INSTRUCTIONS TO BIDDERS

2.1 Eligibility and Full & Open Competition

This solicitation is open to all responsible vendors capable of meeting the specifications. Consistent with 2 CFR § 200.319, the School does not restrict competition through unnecessary experience requirements, geographic or in-state preferences, or other criteria that would unduly limit the number of qualified bidders.

2.2 Examination of Bid Documents

Bidders are responsible for carefully examining this Invitation for Bid, the specifications (Section 3), the required certifications (Exhibit A), and the bid form (Exhibit B) before submitting a bid. No allowance will be made after bid opening for errors resulting from a bidder's failure to review the documents.

2.3 Preparation and Submission of Bids

- Bids must be submitted on the Bid Form provided as Exhibit B; substitute formats will not be accepted.
- Each bid must show a firm, fixed unit price and extended price for each item, and a total bid price.
- Bids must be signed (a scanned ink signature or equivalent) by a person authorized to bind the bidder.
- Bids are accepted electronically only. Submit the completed Bid Form (Exhibit B) and all required certifications (Exhibit A) as a single PDF attachment by email to hmarck@opportunityeducation.org, with the subject line "SEALED BID — DMP-BUS-2026-01 — DO NOT OPEN." Bids in any other format (paper, fax, other email address) will not be accepted.
- To preserve the integrity of the sealed bid process, bids received by email before the submission deadline will not be opened, read, or reviewed by any person until the public bid opening described in Section 2.6. Bidders will receive an automated acknowledgment of receipt that does not disclose bid contents.

2.4 Bid Security

No bid bond, certified check, or other bid security is required for this procurement.

2.5 Modification or Withdrawal of Bids

A bid may be modified or withdrawn by written notice received before the submission deadline. No bid may be modified or withdrawn after the deadline, except as allowed by the School for obvious clerical mistakes discovered at bid opening.

2.6 Public Bid Opening

Sealed bids will be opened publicly at the date and time stated in the Notice (Section 1). Because bids are submitted electronically, the opening will be held as a virtual public meeting. The virtual meeting join link/dial-in information will be posted at the same location as this notice no later than 3 business days before the bid opening. Bid attachments will be opened on screen during the meeting, and bidder names and total bid prices will be read aloud and recorded. Bids will not be evaluated for responsiveness or responsibility at the opening.

2.7 Basis of Award

Award will be made by written purchase order or contract to the lowest responsive and responsible bidder whose bid meets the specifications in Section 3, considering price, compliance with specifications, delivery timeframe, and bidder responsibility (see 2.8). The School may award by individual unit, by line item, or as a single award covering all units, whichever is most advantageous to the School, and may reject all bids and re-solicit if it determines that to be in its best interest. Any decision not to award to the lowest bidder will be documented in the procurement file with the reasons.

2.8 Determination of Bidder Responsibility

Before award, the School will assess whether the apparent low bidder is responsible, considering: financial and technical capacity to perform; satisfactory past performance; compliance with the certifications required in Exhibit A; and confirmation that the bidder is not debarred, suspended, or otherwise excluded from participating in federally funded transactions (verified via SAM.gov, 2 CFR part 180).

2.9 Protest Procedure

A bidder may submit a written protest of the School's intended award to Hannah Marck (hmarck@opportunityeducation.org) within 5 business days of the School's notice of intent to award. The protest must state the grounds for the protest and the relief requested. The School will review the protest and issue a written decision within 5 business days of receipt. No procurement action will be finalized while a timely protest is pending, unless the School determines in writing that proceeding without delay is necessary to protect the substantial interests of the School. The protest and the School's decision will be retained in the procurement file, consistent with 2 CFR § 200.318(k).

2.10 Delivery, Inspection, and Acceptance

Vehicles must be delivered to 95 East 5th Street, Des Moines, IA 50309 (or another location designated in writing by the School) within the timeframe stated in the awarded bid. The School will inspect each vehicle upon delivery and may reject any unit that does not conform to the specifications or the bidder's own representations in the bid, at no cost to the School.

2.11 Payment Terms

Net 30 days after delivery and written acceptance of each vehicle. No deposit or prepayment will be made prior to delivery.

2.12 Warranty

Bidders must state, on the Bid Form, any warranty coverage remaining or offered on each vehicle and its major components (engine, transmission, chassis). Vehicles are purchased used and, except for any stated warranty, are sold as inspected.

2.13 Required Certifications

Each bidder must complete, sign, and submit the certifications in Exhibit A with its bid. A bid submitted without the completed certifications may be deemed non-responsive.

2.14 Record Retention

The School will retain the solicitation, all bids received, the bid tabulation, the basis for award, and related procurement records for at least three years after final grant expenditure reporting, or such longer period as required by the applicable federal award terms, consistent with 2 CFR § 200.334.

2.15 Conflict of Interest

No officer, employee, or agent of the School or the Opportunity Education Network who has a real or apparent conflict of interest may participate in the selection, award, or administration of a contract resulting from this solicitation, consistent with the School's written standards of conduct under 2 CFR § 200.318(c).

SECTION 3 — BUS SPECIFICATIONS / SCOPE OF PURCHASE

Bidders must offer used vehicles meeting or exceeding the minimum specifications below. Any deviation from these specifications must be clearly identified on the Bid Form (Exhibit B, "Exceptions to Specifications"); undisclosed deviations discovered after award may be grounds for rejection at delivery.

Specification	Requirement
Quantity	1 used school bus
Bus type	Type C (conventional) or Type D (transit-style) — bidder may offer either type, provided the vehicle meets the seating capacity and equipment requirements below and is suitable for routine student transportation.
Seating capacity	Minimum 70-passenger seating capacity.
Model year	No minimum model year required. Bidder must state the model year of each vehicle offered on the Bid Form; the vehicle must still meet the regulatory compliance and required-equipment rows below regardless of age.
Odometer	No maximum mileage specified. Bidder must state the current odometer reading of each vehicle offered on the Bid Form.
Engine / fuel type and transmission	No fuel type or transmission requirement. Bidder must state the fuel type (diesel/gasoline/propane/other) and transmission of each vehicle offered on the Bid Form.
Regulatory compliance	Must meet applicable Federal Motor Vehicle Safety Standards (FMVSS) for school buses in effect at date of manufacture, and current Iowa Department of Transportation / Iowa Department of Education pupil transportation equipment requirements, regardless of model year or mileage.
Required equipment	8-way flashing warning lights, extendable stop-arm, cross-view/convex mirrors, emergency exits per FMVSS, first aid kit, fire extinguisher, reflective triangles, seat belts if required for the seating configuration offered, two-way communication capability.
Title	Clear title free of liens or encumbrances, transferable to the School at closing; no salvage or rebuilt-title vehicles unless expressly disclosed and approved by the School in writing before award.
Condition documentation	Bidder must provide, for each unit: a current state safety/DOT inspection, a vehicle history report (e.g., CARFAX or equivalent), and a signed odometer disclosure statement.
Delivery location	95 East 5th Street, Des Moines, IA 50309
Delivery timeframe	Within 30 calendar days of award.
Trade-in	Not applicable to this solicitation unless stated otherwise by addendum.

Note: *Italicized bracketed text throughout this document marks fields the School must finalize before posting (exact specifications, dates, dollar figures, and procedures). Remove the brackets and formatting once completed.*

EXHIBIT A — REQUIRED CERTIFICATIONS

The bidder must complete and submit the following certifications with its bid. These certifications implement requirements of 2 CFR Part 200 and Part 180 applicable to procurements made with federal award funds.

A-1. Certification Regarding Debarment, Suspension, and Other Responsibility Matters (2 CFR Part 180, Subpart C)

The undersigned bidder certifies, to the best of its knowledge and belief, that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; (c) are not presently indicted for or otherwise criminally or civilly charged with any of the offenses in (b); and (d) have not, within a three-year period preceding this bid, had one or more public transactions terminated for cause or default.

A-2. Certification of Independent Price Determination (Non-Collusion)

The undersigned certifies that the prices in this bid have been arrived at independently, without consultation, communication, or agreement with any other bidder for the purpose of restricting competition; that the prices have not knowingly been disclosed by the bidder, prior to bid opening, to any other bidder; and that no attempt has been made to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

A-3. Byrd Anti-Lobbying Certification

Applicable if the resulting contract exceeds $100,000. The undersigned certifies that no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of this contract, and that if any non-federal funds have been used for such purposes, the bidder will complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

A-4. Conflict of Interest Disclosure

The bidder discloses below any financial interest, family relationship, or business relationship between the bidder (including its owners or officers) and any officer, employee, board member, or agent of the School or the Opportunity Education Network. If none, state "None."

Disclosure: _____

A-5. Access to Records

The bidder agrees that the School, the pass-through entity (if any), the federal awarding agency, the Inspector General, and the Comptroller General of the United States, or any of their authorized representatives, shall have access to any books, documents, papers, and records of the bidder that are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions, consistent with 2 CFR § 200.337.

A-6. Equal Opportunity

The bidder certifies that it does not discriminate in employment or in the provision of goods and services on the basis of race, color, religion, sex, national origin, age, disability, or other protected status, in accordance with applicable federal and Iowa law.

Bidder / Company Name:	
Authorized Signature:	
Printed Name / Title:	
Date:	

EXHIBIT B — BID FORM

In response to Invitation for Bid DMP-BUS-2026-01, the undersigned proposes to furnish the vehicle(s) described below in full accordance with the specifications in Section 3, for the price(s) stated.

Bidder Information

Company Name:	
Address:	
Phone / Email:	
Federal EIN / SAM UEI:	
Authorized Contact:	

Pricing

Item	Description	Qty	Unit Price	Extended Price
1	Used school bus meeting Section 3 specifications, unit 1	1	$	$
			TOTAL BID PRICE	**$**

Vehicle(s) Offered

Unit #	VIN	Year	Make / Model	Odometer	Seating Cap.	Fuel Type	Transmission
1							

Delivery, Warranty, and Exceptions

Proposed delivery date(s): _____

Warranty offered (describe): _____

Exceptions to Specifications (list any deviation from Section 3; attach additional sheet if needed):

_____

_____

References (minimum 3 recent, similar sales)

Organization	Contact / Phone	Approx. Date & Vehicle(s) Sold

Addenda Acknowledgment

The bidder acknowledges receipt of the following addenda (if any) to this Invitation for Bid:

_____

Certification

By signing below, the bidder certifies that it has read and agrees to be bound by this Invitation for Bid, including Section 2 (Instructions to Bidders), Section 3 (Specifications), and Exhibit A (Required Certifications), and that the information provided in this Bid Form is true and accurate.

Authorized Signature:	
Printed Name / Title:	
Date:	