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**REQUEST FOR BID**  
***Cargo Utility Van***  
**South Dakota Science and Technology Authority**  
**SDSTA Purchase Order # 27256**  
***March 17, 2025***

The South Dakota Science and Technology Authority (SDSTA) is seeking bids for a **Cargo Utility Van** at the Sanford Underground Research Facility (SURF). Documents included in this Request for Bid include:

- A. This Request for Bid
- B. Draft Purchase Order Agreement

Please review all documents carefully to ensure your submission meets the required qualifications and includes all the necessary information.

## **1.0 Background**

SDSTA is a quasi-governmental agency established by the State of South Dakota to operate and manage the Sanford Underground Research Facility (SURF) at the former Homestake Gold Mine in Lead, SD. This facility has been rehabilitated and developed to support a variety of scientific experiments, including physics, biology, geology, and others.

The Operations group at the SURF requires specific equipment to complete tasks associated with the day-to-day operation of the facility. One of the said pieces of equipment is a Utility Cargo Van.

## **2.0 Scope**

The SDSTA is requesting bids for a Cargo Utility Van that meets the following specifications:

- 1. New condition
- 2. Gasoline powered engine
- 3. All wheel drive
- 4. Standard seating for two people

## **3.0 Schedule**

Ordering of the item(s) noted in the **Scope** section above shall commence following the full execution of the Purchase Order Agreement.

The proposed timeline is:

RFB Posted.....	03/17/2025
RFB Responses Due.....	04/15/2025
Purchase Issued By (Target).....	04/29/2025

**4.0 Bid Elements – Please INCLUDE the following with your bid:**

- 4.1 Cost breakdown of van
- 4.2 Unit specifications
- 4.3 Estimated delivery schedule
- 4.4 Shipping cost
- 4.5 Total bid cost
- 4.6 Warranty information

**5.0 Bid Requirements**

- 5.1 For your bid to be eligible for consideration, please submit an electronic copy in **.pdf format** to Shelly Nisly at [mnisly@sanfordlab.org](mailto:mnisly@sanfordlab.org).
- 5.2 Questions must be submitted in writing via email to Shelly Nisly ([mnisly@sanfordlab.org](mailto:mnisly@sanfordlab.org)). Answers will be emailed to all prospective bidders and posted to the [sanfordlab.org](http://sanfordlab.org) website.
- 5.3 The bid period may be extended at the discretion of the SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective bidders.
- 5.4 All communications regarding this procurement between RFB release and Purchase Order being issued shall be directed to Shelly Nisly. Communications with other SDSTA staff regarding this procurement in advance of the Purchase Order being issued are not allowed.

**6.0 Selection Process**

The SDSTA will review all submitted bids for adherence to this request’s requirements and capabilities and select the firm providing the Lowest Cost - Technically Acceptable Bid.

**Revision History**

Rev	Date	Section	Paragraph	Summary of Change	Authorized by
01	5/17/2022	NA	NA	Initial issue	CCR 573
02	12/1/2022	NA	NA	Change document number from OC to COM	CCR 655