

REQUEST FOR PROPOSALS
Vermont State University Equipment
Vermont State Colleges System d/b/a Vermont State
University

ISSUED BY

Vermont State University

APPLICATION DEADLINE

July 30, 2026 5:00 pm Eastern Time

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to stephanie.nault@vermontstate.edu by the deadline, using the following naming convention:

- **Email Subject Line:** Facilities Equipment
- **Bid Form:** Equipment Bid Form

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Stephanie Nault Stephanie.Nault@Vermontstate.edu. For fastest response please enter ***VTSU Equipment RFP Question*** in the subject line of your message. All questions must be submitted by July 6, 2026, 4:00pm ET. Answers will be provided by July 10, 2026, 4:00pm ET, and will be available on www.vsc.edu/rfps.

SITE VISIT

The Castleton equipment will be available for pre-bid viewing at 62 Alumni Dr, Castleton, VT 05735 on the date specified below. Please call 802-299-9747 once you have arrived and we will assist you in the viewing. The Johnson equipment will be available for pre-bid viewing at 337 College Hill Rd, Johnson, VT 05656 please call 802-369-8133 once you have arrived. The Lyndon equipment will be available for pre-bid viewing at 1041 McGoff Hill Rd, Lyndon, VT 05851 please call 802-461-9262 once you have arrived. Please submit any question in writing prior to the end of the Question and Answer period described above.

| | |
|------------------------------------|-----------|
| Site Visit for Review of Equipment | |
| Date | Time |
| June 23-Castleton | 9AM- 11AM |
| June24- Johnson | 9AM-11AM |
| June 25- Lyndon | 9AM-11AM |

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VERMONT STATE COLLEGES SYSTEM OVERVIEW

The VSCS is currently undergoing a significant transformation, with the guidance of the Governor, Legislature, the Board of Trustees, and the State’s Select Committee on the Future of Public Higher Education in Vermont. The VSCS began working on internal transformation in summer 2020 with the VSCS Forward Task Force and several institutional tasks forces including NVU Strong and VTC’s Transformation Advisory Team.

The [Vermont State Colleges System](#) (VSCS) is comprised of two member institutions – [Community College of Vermont](#) (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.¹

SCOPE OF SERVICES

The Vermont State Colleges System seeks interested parties to submit competitive bids to purchase surplus facilities equipment.

Specific equipment information can be found after the Submission Requirements section of this RFP.

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¹[VSCS Sourcebooks](#) as well as [Board & Committee Meeting Materials and Minutes](#) are available on the System’s website.

EVALUATION

The equipment will be awarded to the highest cash bidder, provided the VSCS determines the bid is adequate for the property and must include the plan for removal of the equipment from VTSU's Castleton and Johnson Campuses. If the bidder is eligible for the transaction to be exempt from Vermont sales and use tax, the bidder must also provide a good faith exemption certification from the Vermont Department of Taxes. If the bidder does not provide a completed certification, the bidder must also expect to pay the sales and use tax if awarded the bid. The VSCS is liable to collect the tax unless the successful bidder is entitled to the exemption. For further information, bidders should visit

<https://tax.vermont.gov/business/sales-and-use-tax/exemptions#certificates>

Method of Award

Each piece of Equipment will be awarded to the highest bidder, provided the VSCS determines the bid is adequate for the property. The high bidders will be contacted by 5:00pm on August 4, 2026. The high bidder will have two weeks to provide full payment with a completed W-9 and to remove the awarded item from Vermont State University property. If that deadline is missed, the award will be considered null and void and the next highest bidder may be contacted and awarded the item, with two weeks to provide payment and remove the equipment. The VSCS, in its best interests, reserves the right to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

GENERAL CONDITIONS

1. This RFP does not commit the Vermont State Colleges System to award a contract.
2. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.
3. Submission of a bid indicates acceptance by the party of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen party selected.
4. Responses shall be binding upon the chosen party and irrevocable for up to 60 days following the close of applications.

5. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.
6. The Vermont State Colleges System reserves the right to:
 - a. Request clarification and additional information from any party during the evaluation process.
 - b. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety.
 - c. Issue subsequent RFPs based on refinement of concepts proposed in response to this request.
 - d. Conduct investigations of the qualifications of the Applicant as deemed appropriate.
 - e. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System.
7. This RFP and any subsequent transfer of ownership or disputes relating thereto is governed by the laws of the State of Vermont.
8. All bids must recognize that equipment or property described herein is to be sold AS-IS, without warranties or representations, express or implied, regarding the condition, usefulness or suitability of the property.

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317©, including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, consultant should submit a second copy of their proposal, from which any portion of the proposal that the consultant reasonably believes to be exempt from disclosure under the Public Records Act has been redacted. By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont's Public Records Act to your proposal.

SUBMISSION REQUIREMENTS

All submissions are due no later than July 30, 2026, 5:00 pm Eastern Time.

Please use the attached bid form when submitting a bid.

BID FORM

| Equipment | Bid Price Submitted | Name of Party Submitting Bid | Phone Number | Email |
|--------------------------------|----------------------------|-------------------------------------|---------------------|--------------|
| <i>Castleton Equipment:</i> | | | | |
| 2005 GMC 2500 | | | | |
| 2006 Chevrolet Express Van | | | | |
| Dog Kennel Panels | | | | |
| | | | | |
| <i>Johnson Equipment:</i> | | | | |
| 2014 VAN 1 | | | | |
| 2014 VAN 2 | | | | |
| 2015 VAN 3 | | | | |
| | | | | |
| <i>Lyndon Equipment:</i> | | | | |
| 2009 Chrysler town and country | | | | |
| 2011 Toyota sienna van WHITE | | | | |
| 2011 Toyota sienna van GREY | | | | |

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Specification of equipment and proposed sale:

CASTLETON EQUIPMENT

2005 GMC 2500HD, 84,403 Miles, Frame rusted, Did not pass inspection, Not sure if it will start



Dog Kennel Panels



JOHNSON EQUIPMENT

2014 Dodge Grand Caravan 94,182 Mils, Rusty won't pass inspection, USE VAN 1 IN BID FORM



2014 Dodge Grand Caravan 109,022 Miles, Rusty won't pass inspection USE VAN 2 IN BID FORM



2015 Dodge Grand Caravan S 108,911 Miles. Bad wiring harness dash does not work. USE VAN 3 IN BID FORM



Lyndon Equipment

2009 Chrysler Town and Country Minivan 84,352 miles, won't pass inspection due to rust, needs exhaust



2011 Toyota Sienna Minivan, Is not inspected, has engine noise up front could be belt, pulleys, timing belt ETC. 156,607 Miles



2011 Toyota Sienna Minivan, Is not inspected, has a transmission problem, very dirty inside , 157,812 miles.

