



Request for Proposal: Weatherization Crew Vehicle

Deadline: May 23rd, 2022 at Noon

May 6, 2022:

Community Action of Allegan County (CAAC) is a non-profit organization that operates the Weatherization Assistance Program (WAP). The Agency is a private, 501(c)3 nonprofit corporation. CAAC manages a weatherization program available to low-income households in Allegan County Michigan. Eligible participants reside in rental and owner-occupied housing, including single-family, mobile homes, and multifamily structures. The program provides funding for energy upgrades, weatherization-related repairs, and weatherization-related work to address the residents' health and safety while educating our clients on energy-saving behaviors. CAAC understands the current market difficulty for automobile supply chains and will work with suppliers to satisfy the Agency's needs.

Submission of Bid

Bids shall be submitted in accordance with Instructions to Bidders. **Bids clearly labeled Weatherization Crew Vehicle will be accepted by Community Action of Allegan County until Monday, May 23rd, 2022 at Noon** at which time all bids will be considered. Bids are to be delivered to the attention of the Housing & Community Services Department; 323 Water Street Allegan, MI 49010 or emailed to info@communityactionallegan.org. All questions can be directed to Darrell Oakley at 269-673-5472 ext. 277.

Award

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instructions to Bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein. The bids will be presented to the Community Action of Allegan County Board at the next meeting for consideration and any award. Notification of any award will be provided to the successful bidder only following board approval.



The following criteria shall be considered in making an award:

- a) Cost of equipment/service.
- b) Conformity to listed specifications.
- c) Expected delivery date of equipment/services.
- d) Warranty Coverage

Recognizing and analyzing proper bids that are received in accordance with the posted RFP. Searching particular websites to obtain information and pricing for similar units that compare to the specifications listed. After these listed manors of comparisons are accomplished, there will be an evaluation of all units considered and a decision to purchase will be made on professional judgment.

Right to Reject Bid

Community Action of Allegan County (CAAC) reserves the right to waive irregularities and to accept and/or reject any or all bids. CAAC reserves the right to consider late bids (i) if no other bid responses were received (ii) if there are no complete bid responses received (iii) if CAAC received a complete bid response, but they did not pass the evaluation process; or, (iv) if the award process fails to result in an award. CAAC may consider otherwise disqualified bid responses if no other qualified bid responses are received. Further, CAAC may enter into negotiations with one or more bidders on price, terms, or other deliverables. The Community Action of Allegan County Board reserves the right to award the bid to other than the lowest bidder if cause can be documented, and in accordance with requirements.



Instructions to Bidders

- 1) Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in the review not listed could be a basis for the rejection of the bid. In addition to providing the brand name, the bidder must include the model number and manufacturer's number.
- 2) Bidders must clearly indicate the extent of warranties, guaranteed response time, and ability to provide parts and services for the equipment or service on which they are bidding.
- 3) The equipment or service is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by CAAC.
- 4) It is understood that CAAC is a non-profit entity, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any amount for taxes.
- 5) It is also understood that if a vendor is submitting a bid to CAAC they are guaranteeing that they are not on the Debarred or Suspended Organization Federal listing.
- 6) The attached bid proposal sheet must be completed and enclosed as part of the bid.
- 7) The following items must be included in your bid price:
 - a. Delivery fee if applicable
 - b. Warranty and service information



8) CAAC will consider buying a USED unit with 75,000 miles or less with the following components. Please list the costs of purchasing either a 3/4 ton or 1-ton (non-dually) Truck with the following specifications:

Required:

- 2017 or newer
- Automatic transmission
- Seat for at least 3 people
- Up to 4 doors
- 4x4 Drive Train
- V-8
- Gasoline Fuel Type
- Hydraulic Brakes
- Air conditioning
- Intermittent wipers
- Towing Package with or wired for brake controller
- Must be delivered no later than September 30, 2022

Optional:

- Plow or Plow package (optional)
- Bed Cap (optional)
- Service Bed

All bids must have an attached printed specifications sheet, including a photograph or drawing of the vehicle being submitted for bid.



BID PROPOSAL SHEET

**Community Action of Allegran County
REQUEST FOR PROPOSAL**

Bid Submitted for: Weatherization Crew Vehicle

Name of Bidder: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____

Contact Name: _____

Service Price: _____

Additional costs: _____

Total Cost: _____

Please attach 3 references to this page

Please circle if staff have a relative employed at CAAC: Yes No

Are there any known or possible conflicts of interest with Community Action?

Please circle all that apply: Woman-owned Minority-Owned Small business

I agree to abide by all the terms of this request for proposal unless otherwise stated in my bid proposal. The undersigned offers these prices, terms, and delivery as per bid specifications. By signing this form, the bidder swears/affirms that the bidder has not been party to agreements or collusion that would restrain competition.

Bidder Signature

Date

Bidder Name, Printed

Title

Return form and information for bid in a sealed envelope to: Community Action of Allegran County - Housing & Community Services Department; 323 Water St. Allegran, MI 49010 or e-mail information for bid to info@communityactionallegran.org