

SEALED BID

REQUEST FOR PROPOSAL (RFP)

Closing Date: Wednesday, February 22nd, 2023 at 3:30 p.m.

Agency: Union County Community Action, Inc.

Point of Contact: Eric C. Faulkner/Director of HR

Telephone: 980-699-9050

Facsimile: 704-283-1964

E-Mail Address: eric.faulkner@uccainc.org (bids **will not** be accepted via email)

Web Address: <http://www.uccainc.org/procurement>

Item: FLEET VEHICLES RFP

Location(s): Union County, North Carolina

Scope: This Request for Proposal (RFP) shall cover the procurement of up to fifteen (15) vehicles for use in the agency's Head Start/Early Head Start programs. These vehicles will be used as company fleet vehicles. Bidders may provide pricing for multiple models, so long as each model bid falls in line with the requested specifications found in Section 3 of this RFP.

Please be advised that all notifications, releases, and amendments associated with this RFP will be posted at: www.uccainc.org/procurement

UCCA will make no attempt to contact vendors with updated information. It will be the responsibility of each vendor to periodically check this site for the latest details.

READ THIS REQUEST CAREFULLY

****** This sealed bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder. ******

SIGNATURE SHEET

Item: Fleet Vehicles RFP

Agency: Union County Community Action, Inc.

Closing Date: Wednesday, February 22nd, 2023, at 3:30 p.m.

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:

Telephone:

Fax:

Email:

Mailing Address:

Physical Address:

City, State, Zip:

Social Security/Federal Employer Identification Number:

DUNS Number:

Signature of Authorized Representative:

Date:

Typed or Printed Name of Signature:

Title:

SECTION I
GENERAL INFORMATION

1.1 Purpose

This Request for Proposal (RFP) is for the purpose of acquiring bids for up to fifteen (15) vehicles. The vehicles purchased will be used in the Head Start/Early Head Start program operated by Union County Community Action, Inc. (UCCA).

1.2 Description of Union County Community Action, Inc.

Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state and private grants to provide services to low-income families. UCCA has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. UCCA is governed by a 15-member Volunteer Board of Directors. The Administrative Office is located at 1401-H West Roosevelt Boulevard, Monroe, North Carolina.

The Head Start and Early Head Start programs, operated by UCCA, provide comprehensive early childhood education and development services to low-income families across Union, Richmond, and Anson counties, in North Carolina.

1.3 Bid Submission:

Completed proposals should be submitted by mail, or hand delivered, in a *sealed envelope* to the Administrative Office of UCCA by 3:30pm on Wednesday, February 22nd, 2023. It is the sole responsibility of the bidder to ensure all proposals are received at the Administrative Office by the closing date and time; late proposals will not be considered.

Proposals must be addressed as follows:

Mail (USPS)

Fleet Vehicles RFP
Attn: Beth Leonard/Director of Finance
Union County Community Action, Inc.
PO Box 1029
Monroe, NC 28111

Ground Shipping/Hand Delivered

Fleet Vehicles RFP
Attn: Beth Leonard/Director of Finance
Union County Community Action
1401-H West Roosevelt Blvd.
Monroe, NC 28110

A HARD COPY VIA MAIL (received before the closing date and time) OR HAND DELIVERY IS REQUIRED FOR THIS SEALED BID
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SECTION II
CONDITIONS TO BIDDING

- 2.1 Inquiries:** All inquiries regarding this request for proposal shall be made in writing and directed to:
Eric C. Faulkner/Director of HR
Attn: Inquiry – Fleet Vehicles RFP
Union County Community Action, Inc.
PO Box 1029, Monroe, NC 28111
Eric.faulkner@uccanic.org
- 2.2 Cost of Preparing Bids:** All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the bidder, and UCCA will not reimburse any costs incurred in preparation of this proposal. All proposals submitted in response to this RFP will become the property of UCCA.
- 2.3 Advertising:** In submitting a proposal to UCCA, the bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.
- 2.4 Confidentiality:** In submitting a proposal the bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.
- 2.5 Acceptance or Rejection:** UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.
- 2.6 Negotiation:** UCCA reserves the right to negotiate with potential bidders to acquire the appropriate services for UCCA's needs.
- 2.7 Debarment/Suspension from Federal Funds:** All bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal contracts and thus ineligible to receive federal dollars as compensation for goods/services included in this RFP.
- 2.8 Evaluation of Bids:** The Bid award shall be made in the best interest of UCCA, as determined by UCCA. Considerations are focused toward, but not limited to:
- 2.8.1 Technical Proposal:** Bidders must carefully review Section 3.1 of the Scope of Services and provide a clear and accurate list of the specifications of each vehicle bid. Bidders should review Section 4 of this RFP for the proposal format.
- 2.8.2 Pricing Proposal:** Bidders must provide complete pricing for both Lease and Purchase options for each vehicle bid (see Section 3.2). Pricing must include all rebates, dealer incentives, or any other applicable discounts. Bidders are also asked to price options (listed in Items 3.1.2, & 3.1.3) separately from the base price (if applicable).
- 2.8.3 Warranty/Service Contract(s):** Bidders must detail the length, in both mileage and time, factory warranties are valid. UCCA also requests bidders to price and detail extended warranties and/or service contracts for the vehicle(s) bid. Bidders should include extended warranties and/or service contracts as separate, line item costs.

- 2.8.4 **Delivery Date:** Bidders are required to make delivery on the selected vehicles no later than March 29th, 2023. If this delivery is not available by this deadline, the bidder must detail this in the submitted proposal.
- 2.8.5 **Adequacy and Completeness:** The submitted Bid Packet *must* contain all pages of this RFP, and the bidder must complete and certify all applicable information on the Signature Sheet (page 2), the Certification Statement (page 10), the Bidder Disclosure of Debarment and Suspension Status (page 11), and provide the requested information in detailed **Section 4** of this RFP.
- 2.8.6 **Compliance with Terms and Conditions:** The bidder must review all terms and conditions set forth in this RFP and certify the ability to meet those terms and conditions on page 10 in order for the bid to be considered.
- 2.9 Bid Opening:** The Bid Opening will take place in Union County Community Action, Inc.'s conference room located at 1401 W. Roosevelt Blvd. Suite H. Monroe, NC 28110 on February 22nd, 2023, at 3:30 p.m.
- 2.10 Review Process:** UCCA may, at its discretion, request meetings with any or all bidders to clarify or negotiate modifications to the bidders' proposals. Answers to any questions submitted to one bidder will be furnished in writing to all bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.
- 2.11 Notification of Award:** It is expected a decision selecting the successful bidder will be made within one (1) week after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful bidder, all bidders submitting proposals in response to this RFP will be informed in writing whether or not they have been selected.
- 2.12 Contractual Obligation(s):** This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between UCCA and the awarded bidder, once the successful proposal is offered by UCCA, and accepted by the bidder. At the discretion of UCCA, the awarded bidder may be required to enter into an additional contractual agreement for the goods/services proposed in this RFP.
- 2.13 Amendments:** All amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted at www.uccainc.org. It is the responsibility of all bidders to check the website for any amendments, regardless of how the proposal was received by the bidder.

SECTION III
SCOPE OF SERVICES

3.1 Technical Proposal

UCCA plans to purchase up to fifteen (15) vehicles for our Head Start/Early Head Start staff to use as fleet vehicles. Interested bidders should bid on vehicles that meet the following specifications and minimum requirements listed below. *Bidders may submit proposals for more than one vehicle model so long as each model quoted falls in line with the preferred minimum requirements.*

3.1.1 Preferred Minimum Requirements:

- Classification: Up to three (3) SUVs and up to twelve (12) Passenger Sedans
- Vehicle style
 - Sedan: Compact/Mid-size
 - SUV: Mid-size/Full-size
- Condition: New
- Style: Provide compact, mid-sized, and full-sized options
- Year: 2021/2022/2023 (if new)
- Passenger Capacity: At least 5 passenger capacity
- Engine: 4/6/8-Cylinder Engine
- Transmission: Automatic Transmission
- Safety: Front and Side Impact Air Bags
- Hands free Bluetooth phone system
- Anti-lock brakes
- Power windows & Power Door Locks
- Air Conditioning
- Tinted glass windows
- AM/FM Radio
- Bluetooth audio
- Alarm/Anti-Theft System
- Back-up camera
- Two (2) sets of keys
- Alloy wheels: specify size in proposal
- All season tires: specify type and size in proposal
- Spare Tire: specify type and size in proposal

3.1.2 Please specify the following for each vehicle type:

- Seat material (cloth/vinyl/leather/etc.)
- Manufacturer warranty
- Vehicle GVWR
- Vehicle towing (SUV option)

3.1.3 Features/Options- Please indicate which of the below options are included in the bid.

- Cruise Control
- Power Mirrors
- Remote Keyless Entry
- Android Auto and Apple CarPlay

- Blind Spot Recognition
- Lane Departure
- Collision Avoidance
- Leather Seats
- Lock Breaks
- **Extended Warranty:** Please provide separate line-item pricing for service contract and details for coverage period, mileage, and scope
- **Service Contract:** Please provide a separate line item cost for a service contract (if available) and also include the scope of coverage for the service contract (i.e. mileage covered, years covered, items covered).

3.2 Pricing Proposal

Bidders must include pricing for vehicles bid in both Lease and Purchase options with all associated costs included. Associated costs might include, but are not limited to: consideration of all manufacturers' rebates and discounts, features pricing, tax, title, and other registration fees. In the event that pricing is provided for options (such as with or without leather seats) please include line item pricing that demonstrates the cost of the vehicle with and without the options. When bidding extended warranties or service contracts please include that cost as a separate line item to the cost of the vehicle.

3.3 Warranty/Service Contract

Bidders must include details on the length of the factory warranty, and are asked to provide pricing on extended warranty/service contract(s) for the vehicles bid (where applicable). The pricing for an extended warranty and/or service contract should be listed as a separate line item.

3.4 In-Kind Contribution

UCCA is required to provide 20% in-kind match for federally funded program. Bidders must detail any In-kind services and/or discounts applicable to UCCA in the submitted proposal. When In-kind is provided the bidder should be aware that Contractors providing In-Kind will be required to reflect the In-kind contributions with all official invoice at time of payment.

It is not a requirement that Bidders provide In-Kind to be considered for award.

Charitable Solicitation Licensing

Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 919-807-2214 or 888-830-4989 for NC Residents

SECTION IV
PROPOSAL FORMAT

- 4.1 Proposal:** Each proposal for a vehicle meeting the request under Section 3 must be provided separately and each submitted proposals ***must include*** the following:
- 4.1.1 **Technical Proposal/Vehicle Specifications:** Vehicle specifications should align with items requested under Section 3.1, and must include the following information:
- Make, Model and Year of the vehicle
 - Passenger Capacity
 - Engine and Transmission specifications of each vehicle
 - Fuel economy for the vehicle: Specify MPG (City/Highway/Combined)
 - Chassis specifications of the vehicle
 - Front, Rear, and Side Crash test ratings for the vehicle.
 - Features/Option pricing as specified in Items 3.1.1, 3.1.2, & 3.1.3.
 - Wheel size/ tire type, size, and brand/ spare type and size
 - Roll over rating of the vehicle
- 4.1.2 **Pricing Proposal:** Total Cost of the vehicle using two procurement options (must include both procurement options below):
- **Lease Buy-Out Option-** The proposal must include a lease buy-out option which includes all terms, costs, mileage restrictions, and a specified buy-out option.
NOTE- UCCA would like this lease option to be presented in a zero down format.
 - **Purchase Option-** The proposal must include a purchase option that includes all costs, warranties, tax, title as well as any other dealer/document fee that will influence the total cost of the vehicle. *NOTE- UCCA would like this purchase option to be presented in a zero down format.*
 - Any and all Manufacturer and Dealer Rebates and Incentives applicable, as well as the time frame said items are valid.
- 4.1.3 **Warranty/ Service Contract:**
- **Factory Warranty (if applicable):** Must include mileage and time frame coverage and a clear description of what is covered.
 - **Extended Warranty (if applicable):** Must include price, time and mileage covered, and a clear description of the coverage as a separate line item cost that can be added to the total cost of the vehicle should UCCA desire.
 - **Service Contract (if available):** for basic maintenance (include price, time and mileage covered, and a clear description of the coverage) as a separate line item cost that can be added to the total cost of the vehicle, should UCCA desire.
- 4.1.4 **Delivery Date:** Bidder must include the available delivery date for the vehicle(s) bid. Bidders should be able to make delivery by March 29th, 2023.
- 4.1.5 **Small and/or Minority-Owned Businesses:** Efforts will be made by UCCA to utilize small and minority-owned businesses, women’s business enterprises, and labor surplus area firms (2 CFR 200.321).

- 4.1.6 **In-kind:** Bidders are requested to provide a breakdown of the services, as well as an approximated value of those services, which are offered as In-kind. Note- Providing In-kind is not a requirement to bid.

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It is imperative to list all features/options, the price for the vehicle and note if there are any discounts or incentives available and the time frame said incentives may be valid. Also include how long the quote is valid. UCCA prefers that all quotes be valid for 90 days.

SECTION V
GENERAL PROVISIONS

5.1 Contract

This RFP will be made part of a contract between UCCA and the awarded bidder, unless otherwise amended. Prior to execution additional information and/or documentation may be required by UCCA.

5.2 Independent Contracting post

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

5.3 Sub-Contracting

The bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted. Services include, but are not limited to: extended warranties and service contracts.

5.4 Delivery

Delivery date should be specified by the bidder in the proposal. It is desired that all vehicles are delivered within thirty (30) days of notification of award. The delivery date will be negotiated during the award process of the successful proposal.

5.5 Payment

Once a successful proposal has been chosen and the procurement model and pricing has been determined, UCCA will negotiate with the successful bidder to ensure the appropriate payment is made at the time of delivery providing UCCA's acceptance and approval of the vehicle.

5.6 Financial Award

The bidder agrees and understands that the payment of sums specified in this agreement is dependent on the appropriation of funds to Union County Community Action, Inc., and therefore the execution of an associated agreement is contingent upon fund availability.

Certification Statement

By submitting this sealed bid, the bidder certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The bidder is not debarred or suspended from receiving compensation under federal contracts
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be listed on a separate sheet, certified by the bidder, and noted below.
- Does the bidder have any exceptions to this bid? _____

Therefore, in accordance to this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.

Individual/Entity Represented: _____

By:

Signature

Typed or printed name

Title

Date

BIDDER DISCLOSURE OF DEBARMENT AND SUSPENSION STATUS

- (1) The Offeror certifies, to the best of its knowledge and belief, that—
- (i) The Offeror and/or any of its Principals—
 - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - B. Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
 - D. Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
- (2) “Principal,” for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).
- (3) The Offeror shall provide immediate written notice to the Buyer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Buyer may render the Offeror non responsible.
- (5) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a). The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (6) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Contractor, the Buyer may terminate the contract resulting from this solicitation for default.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____