



REQUEST FOR PROPOSAL  
FOR PURCHASE OF TWO (2) NEW VEHICLES

BID DEADLINE:  
**October 29, 2018, 4:00 pm CST**

Inquiries and proposals should be directed to:

Anita Holmgren, Chief Financial Officer  
Illinois Association of Community Action Agencies  
3435 Liberty Drive, Springfield, IL 62704  
(217) 789-0125  
aholmgren@iacaanet.org

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## General Information

The Illinois Association of Community Action Agencies (IACAA) is a private non-profit, membership organization serving the Community Action Network of Illinois through advocacy, training and technical assistance, and seeking funding opportunities. IACAA is supported through State, Federal and Private grants and contracts as well as membership paid support.

IACAA's mission states: The Illinois Association of Community Action Agencies is the membership organization that provides a unified voice and support to the poverty-fighting network of community action agencies.

### A. Purpose

This Request for Proposal (RFP) is to purchase three (3) vehicles: two (2) of which would be a mid-sized sedan or crossover vehicle and one (1) would be a minivan.

### B. Instructions on Proposal Submission

1. Bidder's Conference: A Bidder's Conference will be held October 24, 2018 at 10:30 am to allow all interested vendors the opportunity to ask questions specific to this bid proposal. This is an optional event. Attending or not attending will not be used in the determination of the bid award.
2. Closing Submission Date: Proposals must be submitted no later than 4:00 p.m. Central Time on October 29, 2018. Bids will be opened at 4:30 p.m. Central Time on October 29, 2018.
3. Inquiries: Inquiries concerning this RFP should be directed to Anita Holmgren, Chief Financial Officer via email: [aholmgren@iacaanet.org](mailto:aholmgren@iacaanet.org).
4. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by IACAA.
5. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: Anita Holmgren, CFO  
Entity: Illinois Association of Community Action Agencies  
Address: 3435 Liberty Drive  
Springfield, IL 62704

It is important that the Offeror's proposal be submitted in an envelope clearly marked in the lower left-hand corner with the following information:

## Request for Proposal Vehicle Purchase

It is the responsibility of the Offeror to ensure that the proposal is received by IACAA by the date and time specified above.

Late proposals will not be considered.

6. Electronic Submissions: Electronic submissions will not be accepted as this is a sealed bid proposal. Phoned or verbal bids will not be accepted.
7. Right to Reject: IACAA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
8. Small and/or Minority-Owned Businesses: Efforts will be made by IACAA to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201). Please indicate this status in the bid package.
8. Notification of Award:
  - a. It is expected that a decision selecting the successful dealership will be made within 15 days of the closing date of the receipt of proposals.
  - b. Upon conclusion of final negotiations with the successful Offerer, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the results of their bid.

### **C. Financing and Terms**

1. Vehicles should meet or exceed specification schedule below.
2. Financing will be check upon delivery.
3. Delivery must be within 15 days of acceptance of bid.
4. Seller will provide IACAA with clear title to the purchased vehicles.
5. Vehicles must have manufacturer's Certificate of Warranty which will be honored by any of the manufacturer's authorized dealers. This warranty shall be comparable to or better than those offered to the general public. An informative description of all warranties must be included with the bid.
6. Seller must provide title transfers and licensing of all vehicles purchased.

## Specification Schedule

### A. General Minimum Requirements

#### **Mid-Size Sedan or Crossover-type Vehicles (2):**

- **Average MPG:** >29 Highway
- **Passenger:** 5
- **Air Bags:** Driver's side and Passenger side, side curtain
- **Air Conditioning:** yes
- **Auxiliary Power Outlet:** 12 volt, USB charging port
- **Bluetooth Enabled:** yes
- **Doors:** 4 doors; power lock
- **Interior:** durable, washable surface
- **Floor Mats:** Must cover front and rear seats; non-carpeted floor mats preferred
- **Luggage Compartment:** easily assessable; preferable to be covered with vinyl, rubber or fiber mat; minimum 31 cubic feet with rear seats up.
- **Keys or Fobs:** required 2 full sets of keys and fobs, keyless entry
- **Radio:** Manufacturer's standard AM/FM
- **Seats:** Manufacturer's standard; 60/40 split fold-down rear seat
- **Side View Mirrors:** both sides, power adjust, defrost
- **Windows:** power windows
- **Transmission:** automatic
- **Brakes:** Anti-locking braking system, front disc
- **Drive:** Front wheel or all-wheel drive
- **Cylinders:** 4
- **Backup camera:** required
- **Lights:** low/high beam, daylight running lights
- **Safety:** IIHS Top Safety Pick
- **Navigation system:** integrated system preferred
- **Condition:** New or year-end close out model

### B. General Information and Requirements

1. Proposal must state a full description of vehicles chosen by respondent for bid. Description must include: Make, Model, VIN, Price and the absence or presence of all above minimum specification requirements and options beyond minimum specified requirements. A description of offered warranty. If proposed vehicle is not new, the actual mileage of the vehicles must be disclosed along with the other required information. Photographs of the inside and outside should be included.
2. Business references from entities similar to IACAA should be included in proposal package.
3. The proposal must be submitted by a person or officer who is authorized to submit such a proposal on behalf of the responding entity.
4. IACAA will not be responsible for any bid that is lost in the mail or not delivered to IACAA by the stated deadline for any reason. No proposal will be accepted after the stated deadline.

5. Upon receipt by IACAA, proposals will be the property of IACAA and will not be returned to the offeror.
6. Any changes to the proposal must be made by the respondent in writing and must be received by IACAA prior to the original due date.
7. Offeror shall not provide gifts or anything of value nor have any business arrangement with any employee, official, board member, or agent of IACAA that might constitute a conflict of interest.
8. All bids will be kept confidential.
9. Respondent cannot currently be held in abeyance or barred from the award of a federal or state contract and cannot be delinquent in a tax owed to the state or federal governments. A signed statement verifying status is required.
10. IACAA is wholly committed to equal opportunity for all potential respondents and does not discriminate in its award selection based on race, national origin, religion, age, sex, sexual preference, or handicap status.
11. All bids shall be considered effective for 15 days from the date of the closing of the bidding process.

### **C. Value-Added Services Beyond the Purchase**

The Offerer should include an explanation of other services that can and have been provided to organizations similar to IACAA. Value-added services provide efficiencies and benefits offered by the entity that go beyond vehicle purchase.

### **D. Scoring and Evaluation**

1. All proposals received by the submission deadline will be evaluated and scored by an RFP committee according to price, criteria cited, and value-added services.
2. IACAA may validate any information in a proposal by using outside sources or materials.
3. Proposals that best meet RFP requirements and scoring criteria may be invited to interview with the RFP committee for further evaluation.
4. The bidder(s) selected from whom to purchase the vehicles will be notified by phone or email.

### **E. Award Criteria**

It is important to note that although this is a competitive bid and offer price is a determining factor, it is not the only determining factor. Evaluation of each proposal will be scored on the following factors:

- |  |                   |
|--|-------------------|
| 1) Monetary Value                            | Point Range: 0-30 |
| a. Vehicle meets all required specifications |                   |
| b. Vehicle exceeds required specifications   |                   |
| c. Lowest overall bid                        |                   |
| <br>   |                   |
| 2) Dealership                                | Point Range: 0-10 |
| a. Reference letters                         |                   |
| b. Services offered and on-site              |                   |

- c. Convenience of location
- d. No conflict of interest
- e. No debarment, suspension or exclusion

3) Value Added Services

Point Range: 0-5

#### **F. Review Process**

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition: IACAA has conducted this procurement in a manner that promotes open and fair competition and is free from any unnecessary or unreasonable requirements.

IACAA may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, IACAA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

IACAA contemplates award of the contract to the responsible Offeror with the highest total points