



Request for Quote No RFQ-0001 DOE Vehicle Purchase

Community Action Partnership
of San Bernardino County
Purchasing Department
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
February 09, 2010

I. Purpose of Request

Community Action Partnership of San Bernardino County (CAPSBC) is requesting quotes for the purpose of purchasing new vehicles under the Energy, Education, and Environmental Services 2010/2012 Department of Energy, American Recovery and Reinvestment Act (DOE ARRA) contract. The equipment specifications and requirements are outlined in the following Request for Quote (RFQ).

II. Time Schedule

CAPSBC will maintain the following time schedule and select a qualified vendor for the purchase of the DOE vehicles once all proposals are received by the deadline submission date and upon state DOE and Administrative approval.

Issue Request for Quote	February 09, 2010
Deadline for Submission of Quote	February 12, 2010
RFQ Award Notification	Pending State DOE Approval

III. Instructions to Proposers

- A. All quotes must be submitted to:
Community Action Partnership of San Bernardino County
Purchasing Department – David Gallardo
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
(909) 723-1552

- B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner, RFQ – DOE Vehicle Purchase. All quotes must be received by 5:00 pm on February 12, 2010. All quotes will be reviewed and assessed for completion to make sure they meet state requirements. All quotes will be scored based on the criteria outlined in this RFQ and the results will be posted on the webpage as soon as final approval is granted by the state DOE. Three (3) copies of the RFQ must be presented. No faxed or telephone quotes will be accepted.

- C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with CAPSBC is desirable whenever practical. Use of both sides of paper sheets for any submittal to CAPSBC is desirable whenever practical.

- D. CAPSBC Buyer or designee will answer any questions up to the deadline date of the RFQ and will notify the selected vendor upon state DOE and Administrative approval.

E. All quotes must include the following information:

1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
2. Provide an accurate mailing address of the firm or organization.
3. Itemize breakdown of the equipment and features.
4. Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
5. Timeline outlining the order, shipment, and delivery of the equipment.
6. Indicate that all quotes are good for 90 days.
7. References

IV. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal to the purpose and scope of service.	30%
B. Price	40%
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work	30%
Total Criteria Weight	100%

Each quote will be independently evaluated on factors A, B, and C.

V. Terms and Conditions

- A. CAPSBC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
- B. CAPSBC reserves the right to request clarification of information submitted and to request additional information from the vendor.

- C. CAPSBC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within sixty (60) days after the award of the contract has been announced.
- D. Any quote may be withdrawn up to the date and time set in this RFQ. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to CAPSBC the equipment described in the following specifications or until one or more of the quotes have been granted state DOE and Administrative approval.
- E. The contract resulting from acceptance of a quote by CAPSBC shall be in a form supplied or approved by CAPSBC and shall reflect the specifications in this RFQ. A copy of the contract is available for review. CAPSBC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by CAPSBC or the state DOE office.
- F. CAPSBC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFQ.
- G. All quotes, documents, and forms will become the property of CAPSBC upon deliver and acceptance of the sealed proposal.

VI. Vehicle Specifications

CAPSBC seeks to purchase fifteen (15) new vehicles by February 26, 2010 meeting the following minimum specifications and requirements outlined:

1. 6 – 2009 or Newer Extended Cab Pickup Work Truck

- 1. 4.8L V-8 Engine
- 2. 4 Speed Automatic Transmission
- 3. 4 Wheel ABS
- 4. GVWR, 6,800
- 5. 3.23 Rear Axle Ratio
- 6. Solid Smooth Ride Suspension Package
- 7. Single Zone Manual Air Conditioning
- 8. Front Split Bench Seats
- 9. California State Emission Requirements
- 10. Body Color – White

2. 5 – 2009 or Newer Cutaway Van with 10' Box

- 1. 6.0L V-8 Engine
- 2. 6 Speed Heavy Duty Automatic Transmission
- 3. 4 Wheel ABS
- 4. Heavy Duty Alternator
- 5. Heavy Duty Battery
- 6. GVWR 9,900
- 7. 3.42 Rear Axle Ratio
- 8. Single Zone Manual Air Conditioning

9. Dual Front Bucket Seats
10. California State Emission Requirements
11. 10' Box Fiberglass
12. 2 x 6 Pine Flooring
13. Dome Lighting
14. Front Cab Access Solid Door Bulkhead
15. 10" Pooched Channel Rear Bumper
16. Rear Roll up Door w/ Grab Handle
17. Body and Box Color – White

3. 4 – 2009 or Newer Extended Cab Truck with Utility Bed

1. 6.4L V-8 Diesel Engine
2. Heavy Duty Alternator
3. Heavy Duty Battery
4. 6 Speed Heavy Duty Automatic Transmission
5. External dimensions: overall length (inches): 262.4, overall width
6. 4 Wheel ABS
- 7. GVWR 15,000**
8. 4.300:1 Dual Rear Axle Ratio
9. Climate Control Air Conditioning
10. Front Split Bench Seats
11. California State Emission Requirements
12. 12' Galvanized Scelzi grade or equivalent Utility Bed with Steel Base
13. Please quote both wooden and steel base floors
14. 8 – Utility Compartments with Chrome T-Bar Latches
15. 16' Over Cab Lumber Rack with removable supports
16. 48 x 80 2500# Tommy grade or equivalent Rail Lift Gate
17. Body and Utility Bed Color – White