

SOUTH PLAINS COMMUNITY ACTION ASSOCIATION, INC.

(SPCAA)

**411 Austin Street
Levelland, Texas 79336**

REQUEST FOR PROPOSAL

For

Up to 30

2023 or 2024 5-Door Small SUVs

Up to 4

2023 or 2024 Half Ton Pickups

Up to 2

2023 or 2024 Small Pickups

RFP Due Date:

Any RFPs returned after this time will not be considered.

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TIMETABLE OF RFP EVENTS

ACTION

ON

RFP packets made available for distribution

April 12 , 2023

Bidders Conference: Due to COVID
There will be no bidders conference. Any
questions may be addressed by calling Kathie
Karnes at 806-894-6104 or 806-777-7022.

Request for Proposal deadline: Proposals must
be received and date stamped by 4:00 p.m. at:
South Plains Community Action Association, Inc.,
P.O. Box 610, 411 Austin Street, Levelland, Texas 79336

April 21, **2023**
4:00 p.m.

Review and evaluation process begins

April 24, 2023

Selection and notification of winning
proposal to all bidders, subject to SPCAA
Board approval, Department of State Health
Services and United States Department of
Agriculture approval.

April 25, 2023

Final Approval of Purchase of Vehicle(s)

60 to 90 days from April 25, 2023
following approval of:
Texas Department of Health and Human Services,
United States Department of Agriculture and
SPCAA Board of Directors.

GENERAL SPECIFICATIONS

A. Request

South Plains Community Action Association, Inc. (SPCAA) is requesting proposals from qualified sources for the provision of **up to thirty (30) 2023 or 2024, 5-door small SUVs, up to (4) Half Ton Pickups 2023 or 2024 and up to (2) Small Pickups 2023 or 2024. There will be no trade ins. Winning bidder For Small SUVs must deliver units to 411 Austin Street, Levelland, TX pickups may be delivered to 411 Austin Street, Levelland , Texas, or 116 Amanda Lane, Waxahachie, TX.**

B. Purpose

The purpose in soliciting proposals is to secure up to thirty Year 2023 or 2024 small SUVs, and up to 4 half ton pickups and up to 2 small pickups from a vendor who will provide this type of vehicles and maintenance and service of vehicles based on specifications provided to meet the agency vehicle needs of South Plains Community Action Association, Inc.

C. Deadline for Submission

The deadline for submission of proposals is **4:00 PM, April 21, 2023.**

D. Submission Requirements

Bidders must respond by:

Submitting one (1) Original Bid Proposal along with pages 10 through 12 plus three (3) copies of Bid Proposal and pages 10 through 12:

RFP to:

South Plains Community Action Association, Inc.

411 Austin Street or

Post Office Box 610

Levelland, Texas 79336

ATTENTION: Kathie A. Karnes, Office Manager

E. Contact Person

All questions concerning this RFP packet should be directed to: **Kathie A. Karnes,**
South Plains Community Action Association, Inc., P.O. Box 610, 411 Austin Street, Levelland,
Texas 79336. (806) 894-6104 Ext. 122 or 806-777-7022.

F. Contract Type

Following approval by the Texas Department of Health and Human Services and the United States Department of Agriculture, the winning business proposal will be awarded a letter of agreement from South Plains Community Action Association, Inc. for services as specified.

G. Time Line

The Bidder awarded the proposal agrees to provide the vehicle(s) within sixty (60) consecutive calendar days from the award notice unless the autos must be manufactured. Purchase is subject to approval of the South Plains Community Action Association Board of Directors, the Texas Department of Health and Human Services and the United States Department of Agriculture. The award notice will occur following receipt of these approvals, approximately 60 to 90 days after the **April 25, 2023** evaluation of bids. Should the work not begin within the specified time, negotiations will cease, and the bid will be re-awarded to the next qualified bidder meeting specifications.

Vehicles must be delivered by October 15, 2023.

H. Limitations and Reservations

If found in the best interest, South Plains Community Action Association, Inc. reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP.

This RFP does not commit SPCAA to award an agreement, to pay any costs incurred for the preparation of proposals or to procure or contract for any services.

SPCAA specifically reserves the right to vary the provisions as set forth herein anytime prior to the execution of an agreement where such variance is deemed to be in the best interest of the needs of SPCAA.

In order to reach terms for the provision of services, which are agreeable to both parties, if a prospective business vendor is selected for negotiations, the prospective business vendor may be required to prepare and submit additional information prior to final selection of proposal.

I. Modification and Renewals

SPCAA reserves the right to negotiate a modification or renewal for 2023 or 2024 vehicles in connection with any executed agreement funded through this RFP without repeating the RFP process for a period of up to 1 year from the original proposal initiation.

Vendor modifications and renewals shall be considered based upon the business vendor's ability to meet SPCAA needs, and quality of service(s) provided.

J. Signatures

Proposals from prospective vendors shall be signed by the business official authorized to bind that business and shall contain a statement to the effect that the proposal is a firm quote for a duration period of 90 days or until approval authorization has been received by SPCAA from HHSC and USDA as specified by SPCAA. The proposal shall also provide the name, title, address, and telephone number of the individual(s) with authority to negotiate and provide additional information during the period of proposal evaluation.

K. Evaluation Criteria

Selection of the business vendor to be awarded this proposal will be made after a careful evaluation of the proposals received. Each proposal will be evaluated for acceptability with emphasis on the various factors enumerated in the EVALUATION TABLE (sample of table on page 13). Each factor is assigned a numerical score. The scores will be used to develop a winning proposal and awarded to the business vendor with whom negotiations may be conducted.

Evaluations will be based upon the following criteria table. A maximum score of 100 points may be awarded. **Total evaluation values of less than 70 points will invalidate a proposal.**

L. Protest Rights

All protests or complaints regarding this RFP process shall be referred to the SPCAA Grievance Procedures for resolution. Copies of such procedures may be obtained from SPCAA upon request.

M. Conflict of Interest

To avoid any real or apparent conflict of interest in the procurement of this RFP, no SPCAA employee or their family member may financially benefit from any award connected with this request.

N. Subcontracting

The services of any business vendor(s) awarded from this RFP must be delivered by the vendor named on the proposal. Subcontracting will not be allowed without prior authorization from SPCAA.

SUBMISSION REQUIREMENTS
AND SPECIFICATIONS CRITERIA

To be considered responsive and receive an evaluation, a proposal must fully address all sections of the RFP.

Proposal(s) and related questions should be addressed to:

Kathie A. Karnes, Office Manager
Division of Health Services
South Plains Community Action Association, Inc.
(806) 894-6104 Ext. 122

Proposal(s) may be mailed to:

OR

Proposal(s) may be hand delivered to:

P.O. Box 610
Levelland, Texas 79336

411 Austin Street
Levelland, Texas 79336

To be considered for evaluation, Proposal(s) **must** be received no later than

4:00 P.M. April 21, 2023

at:

**South Plains Community Action Association, Inc.
Division of Health Services
411 Austin Street/ P. O. Box 610
Levelland, Texas 79336**

1. The Division of Health Services' program is seeking Proposals for a Year 2023 or 2024 small SUV with a minimum of 29 cubic feet of storage space with the following minimum specifications:

On this unit and all to follow: If items bolded and marked as optional are not standard on the vehicle you are submitting a bid on, then submit a second bid with these items as added features.

Minimum of 36 Month/36,000 Mile Factory Warranty

Front Wheel Drive

3,4 or 6-Cylinder Engine

Minimum of 180 horsepower and 180 torque

Automatic Transmission

5 Passenger Seating with Center Console

Air Conditioning

Power Windows and Locks

Power Steering

Minimum MPG 28 city/34 highway/30 combined

Airbags- dual front, dual side front, knee driver side and safety canopy (1st & 2nd row curtain airbags)

Rear view camera

Lane keeping system – (Optional)

Pre-Collision Assist with Automatic Emergency Braking – (Optional)

Pedestrian Detection and Collision warning – (Optional)

Blind Spot and Cross-Traffic Alert – (Optional)

ABS Brake System

AM/FM Stereo

Tilt Steering Column

Front Tinted Glass

Rear Window Defroster

Dual Side Power Mirrors

Floor Mats Front and Rear, Color Keyed, Carpeted

Cruise/Speed Control

Cloth Upholstery

White Exterior

Full tank of gas

2. A 2023 or 2024 Half Ton pickups with the following minimum specifications:

4 x 2 Super cab short bed Automatic

145 inch wheelbase

White

Cloth seat

17" wheels

V6 Ecoboost or small V 6

3.55 Ratio Regular axle

Front license plate bracket

Rear camera

Running boards

Classic trailer hitch with W/6 prong plug
Power windows
Power lock
AM/FM Stereo
Tilt Steering Column
Front Tinted Glass
Floor Mats Front and Rear, Color Keyed, Carpeted
Cruise
Full tank of gas

3. A 2023 or 2024 Small Pickup with the following minimum specifications:

2 WD crew cab automatic
4 CYL or comparable engine
Cloth interior
Trailer tow PKG
AM/FM Stereo
Tilt Steering Column
Front Tinted Glass
Floor Mats Front and Rear, Color Keyed, Carpeted
Front license plate bracket
Power windows
Power lock
Rear camera
White exterior
Spare tire
Full tank of gas

Under a separate Line Item, please provide cost of Manufacturer's extended service plan with bumper-to-bumper coverage and deductible choices up to 100,000 miles.

South Plains Community Action Association, Inc. is not exempted from tax, title, and license fees; please add this cost to the proposal **in a separate line item**.

SPECIFICATIONS CRITERIA Part B

Must be able to locally perform warranty work on the vehicle(s) after purchase.

Yes No

Must be able to locally service the vehicle(s) after warranty has expired.

Yes No

Approximate date, within two weeks, that SPCAA can take delivery of vehicles. Must be delivered by October 15, 2023.

Approximate Delivery Date / /
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CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

This is to certify that to the best of the undersigned's knowledge and belief, the data in this proposal is true, correct, and responsive. The undersigned understands that a non-responsive application, as defined by South Plains Community Action Association, Inc., may not be reviewed and considered for bid award. This proposal has been authorized by an authorized agent for this business represented.

Please indicate which best represents your business. Check all that apply

Business is a certified*
HUB vendor
(Historically Under-Utilized Business)

(Signature)

Business is a certified*
DBE vendor
(Disadvantaged Business Enterprise)

(Type Name and Title)

(Type name and Title of person authorized to negotiate a contract if different from person listed above.)

Business is a
Minority Owned Business

(Business Name / Organization)

Business is part
of a larger company
(Please Specify)

(Mailing Address)

(City) (State) (Zip)

Other (Please Specify)

(Telephone) (Date)

ASSURANCES

We understand and agree that this proposal is not a contract and does not obligate the South Plains Community Action Association, Inc. to pay for costs incurred in the preparation of this proposal or costs incurred prior to the execution of a written agreement or prior to the receipt of funds designated for this program from the funding agency.

We understand and agree that the agreement provisions may vary from the provisions set forth in this request, when deemed necessary by the South Plains Community Action Association, Inc.; however, we agree to abide by the agreement provisions contained in the RFP and this proposal.

We understand and agree that the South Plains Community Action Association, Inc. may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the South Plains Community Action Association, Inc. prior to execution of an agreement or as condition of continuing to provide vehicle maintenance service and/or repairs.

We understand and agree that the South Plains Community Action Association, Inc. has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that the South Plains Community Action Association, Inc. is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal. Furthermore, if a subsequent agreement is reached between our business and South Plains Community Action Association, Inc., and we misrepresent or deliberately omit facts, the agreement will be null and void.

We understand and agree to abide by all federal, state and local laws, policies and regulations governing these and those additional rules which may be promulgated, or as amended, subsequent to the execution of an agreement.

We understand and agree that we may be subject to a monitoring review or audit by the U.S. Department of Labor, Texas Workforce Commission, Office of Inspector General, and/or South Plains Community Action Association, Inc. We also understand that we may be required to provide a copy of the most recent audit as part of the service delivery process.

We understand and agree to submit this proposal in a good faith effort to provide services to the benefit of economically disadvantaged individuals eligible for services under this proposal.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

EVALUATION & PROPOSAL RATING SUMMARY

For Office Use Only

Name of Bidder: _____

Evaluation Criteria	Possible Points	Points Given
1. Is RFP complete, containing all requested information?	10	
2. Is vehicle bid submitted for a 2023 or 2024 vehicle as described in this RFP or equal or better submission?	10	
3. Does Bid meet minimum specifications?	20	
4. Is price of vehicle within acceptable range?	15	
5. Does extended Manufacturer's Warranty meet bumper to bumper requirements?	15	
6. Capacity of bidder to provide local services for vehicles after sale.	15	
7. Is delivery time acceptable.	15	
TOTAL	100	

Proposal Recommendations: _____

Justification: _____

Signature

Date