



Southwest Michigan Community Action Agency

SERVING BERRIEN, CASS, AND VAN BUREN COUNTIES

Helping People. Changing Lives.



185 E. Main St., Suite 303
Benton Harbor, MI 49022

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Request for Proposal: Weatherization Auditor Vehicle Deadline: May 13, 2022 by 3:00 p.m.

Background

Southwest Michigan Community Action Agency (SMCAA) is a non-profit organization that operates the Weatherization Assistance Program (WAP). The Agency is a private, nonprofit corporation and is exempt from Federal Income Tax under Section 501(c)3 of the internal revenue Code. SMCAA's Administrative Office is located at 185 E. Main Street, Suite 303, Benton Harbor, MI 49022.

SMCAA manages the weatherization program available to low income households in Berrien, Cass and Van Buren Counties in Michigan. Eligible participants reside in rental and owner-occupied housing, including single family, mobile home 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. Funding sources include U.S. Department of Energy (DOE), U.S. Low-Income Home Energy Assistance Program (LIHEAP), Michigan Department of Health and Human Services, and local utility funding.

The Agency is soliciting bids to purchase a vehicle in the fiscal year 2022. The purpose of the RFP is to establish a base cost for each model of vehicle the car company proposes to meet the Agency's needs. After establishing the price point on different models, SMCAA will put together a more specific vehicle order to satisfy the weatherization department's needs. If the exact model is not available due to limited time or availability of model year, please bid the closest equivalent.

SMCAA understands the current market difficulty for automobile supply chains and will work with suppliers to satisfy the Agency's need.

Submission of Bid

Bids shall be submitted in accordance with Instructions to Bidders, found further in this RFP.

Bids should be clearly labeled "**Weatherization Auditor Vehicle**" and be received by Southwest Michigan Community Action Agency (SMCAA) on **May 13, 2022 by 3:00 p.m.** at which time all bids will be considered.

Bids are to be delivered to the attention of **Sandra Klank** at **185 E. Main Street, Suite 303 Benton Harbor, MI 49022** or emailed to sklank@smcaa.com with the subject line "**Weatherization Auditor Vehicle**".

All questions may be directed to Sandra Klank at 269-925-9077 ext. 867.



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Right to Reject Bid

SMCAA reserves the right to waive irregularities and to accept and/or reject any or all quotes. SMCAA reserves the right to consider late bids:

- If no other bid responses were received,
- If there are no complete bid responses received,
- If SMCAA received complete bid response, but they did not pass the evaluation process; or,
- If the award process fails to result in an award.

SMCAA may consider an otherwise disqualified bid responses, if no other qualified bid responses are received. Further, SMCAA may enter into negotiations with one or more bidders on price, terms, or other deliverables.

| Vehicle | Year | Make | Model | Trim & Requested Features | Preferred Color |
|---------|------|------|-------|---------------------------|-----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Or an alternate model that may be available

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 following criteria shall be considered in making an award:

- Cost of equipment/service.
- Conformity to listed specifications.
- Expected delivery date of equipment/services.
- Warranty Coverage

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 review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and manufacturer's number.



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2. Bidders must clearly indicate 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 SMCAA.
 4. It is understood that SMCAA 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 SMCAA 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
 - b. Warranty and service information
 8. SMCAA will consider buying a USED unit with 50,000 miles or less with the following components. Please list costs purchasing for a straight-axle Truck (4 seater with the following specifications:
 - a. Automatic transmission
 - b. Up to 4 door
 - c. V-6 or V-8
 - d. 4 wheel drive
 - e. Gasoline Fuel Type
 - f. Hydraulic Brakes
 - g. Air conditioning
 - h. Cruise control
 - i. Intermittent wipers
 - j. Seat for at least 4 people
 9. Recognizing and analyzing proper bids that are received in accordance to 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.



Bid Proposal Sheet

Southwest Michigan Community Action Request for Proposal

| | |
|---------------------------|--------------------------------|
| Bid Submitted For: | Weatherization Auditor Vehicle |
| Name of Bidder: | |
| Address: | |
| City/State/Zip: | |
| Phone: | |
| Fax: | |
| Email: | |
| Contact Name: | |

| | |
|--------------------------|--|
| Service Price: | |
| Additional Costs: | |
| Total Costs: | |

Please explain additional costs stated above, or attach a bid sheet:

Please attach three (3) references to this page.

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

Are there any known or possible conflicts of interest with SMCAA?

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.

Bidder Signature

Date

Bidder Name, Printed

Title

Please return form and information for bid in a sealed envelope to: ATTN: Sandra Klank, 185 E. Main St., Suite 303, Benton Harbor, MI 49022 OR email information for bid to: Sandra Klank at sklank@smcaa.com.



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