



Central Pennsylvania
Workforce
Development Corporation

**Request for Proposal
for
Vehicle Purchases**

Proposal Guidelines

TABLE OF CONTENTS

I.	GENERAL INFORMATION.....	1
A.	PURPOSE	1
B.	WHO MAY RESPOND	1
C.	INSTRUCTIONS ON PROPOSAL SUBMISSION	1
II.	SPECIFICATION SCHEDULE	2
A.	REQUIRED FEATURES OF VEHICLES TO BE CONSIDERED FOR PURCHASE:	2
B.	SCOPE	2
C.	DELIVERY SCHEDULE	2
D.	PRICE.....	2
E.	PAYMENT	3
III.	OFFEROR’S DECLARATION	3
A.	CERTIFICATIONS	3
IV.	PROPOSAL EVALUATION	3
A.	SUBMISSION OF PROPOSALS	3
B.	NONRESPONSIVE PROPOSALS	3
C.	REVIEW PROCESS	3
D.	CRITERIA TO BE EVALUATED	3
E.	IMPORTANT DATES	4
F.	OTHER TERMS AND CONDITIONS	4
V.	CERTIFICATION	5
	RESPONDENT CERTIFICATION SIGNATURES	6
	ATTACHMENT A	7

I. GENERAL INFORMATION

A. PURPOSE

This Request for Proposal (RFP) is to contract for the procurement of two (2) passenger vehicles. CPWDC will consider the purchase of either:

- Two (2) 7 passenger vans; or
- One (1) 7 passenger van and one (1) full-size, 5 passenger car.

This RFP will be available on the CPWDC website at www.cpwdc.org under **RFPs/Contracting Opportunities** in the **About Us** menu.

B. WHO MAY RESPOND

Respondents may be any Pennsylvania licensed dealership that can provide new, leftover year end, demonstrator, or used vehicles. Respondent must be capable of completing documentation, title and registration paperwork, including the provision of applicable notary services. CPWDC is interested in receiving quotes for conventional gas-powered vehicles or hybrid vehicles. It is preferred that the selected vendor be capable of providing proposals for two vehicles. However, CPWDC will consider proposals for one vehicle from a qualifying respondent.

C. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Submission Instructions

Qualified dealerships interested in responding to this Request for Purchase (RFP) should fill out the attached forms completely, attach copies of vehicle specifications, price and photos and submit proposal no later than **5:00 PM, Thursday, January 19, 2012**. Responses may be submitted electronically to emulberger@cpwdc.org. Responses sent via U.S. mail should be addressed as follows:

Name: **Erica Mulberger, Finance Manager**
Entity: **Central Pennsylvania Workforce Development Corporation**
Address: **130 Kelly Square, Suite 1**
Lewisburg, PA 17837

It is important that the Offeror's proposal be submitted in an envelope clearly marked in the lower left hand corner as follows:

Request for Proposal for Vehicle Procurement

It is the responsibility of the Offeror to ensure that the proposal is received by CPWDC by the date and time specified above. Proposals and/or modifications received after that date will not be considered.

2. Inquiries

Technical Assistance will be provided through a written question and answer format. Inquiries and/or questions concerning the RFP should be e-mailed to Erica Mulberger, Finance Manager at emulberger@cpwdc.org no later than **12:00 PM, Monday, January 16, 2012**.

A question and answer response document will be posted on the CPWDC website www.cpwdc.org and available to all entities within one (1) business day from receipt of a question. CPWDC reserves the right to decline a response to any question(s) if, in CPWDC's assessment, the information cannot be shared with all potential bidders in a timely manner.

3. Right to Reject

CPWDC reserves the right to reject any and all proposals received in response to this RFP. A purchase agreement for the accepted proposal will be based upon the factors described in this RFP.

4. Small, Minority-Owned and/or Local Businesses

Efforts will be made by CPWDC to utilize small, minority-owned and local 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), by having average annual receipts for the last three fiscal years of less than six million dollars.

5. Notification of Award

It is expected that a decision of selecting the successful vendor will be made no later than Friday, January 27, 2012.

II. SPECIFICATION SCHEDULE

A. REQUIRED FEATURES OF VEHICLES TO BE CONSIDERED FOR PURCHASE:

- 7 passenger van or 5 passenger full-size car.
- Between Model Years 2006 and 2012
- 4-6 cylinder engine
- Automatic transmission
- Front Wheel Drive (4WD Acceptable)
- Less than 50,000 miles
- Air conditioning
- Air bags (driver, front passenger and side)
- Good condition inside and out with no visible rust or blemishes
- Fuel Efficiency: Minimum City 18 mpg; Highway 22 mpg
- Minimum 36 cubic feet of luggage volume
- Warranty

B. SCOPE

The purpose of the RFP is to obtain the services of a dealership whose principal responsibilities include providing:

1. Competitive pricing for vehicle purchase(s).
2. Completion of all documentation, title and registration paperwork, including applicable notary services.

C. DELIVERY SCHEDULE

CPWDC plans to have the vehicle in their possession for use and operation by February 8, 2012.

D. PRICE

Proposals should be prepared simply and economically providing a straight-forward, concise description of the Offeror's ability to meet the cost of the vehicles, which should include fees for documentation, title and registration, as well as applicable notary services. The combined purchase price for two vehicles as described above shall not exceed \$31,520.

CPWDC is a 501(c)(3) and is eligible to receive a Bargain Purchase Sale for which the donating dealership can receive a tax benefit on IRS Form 8283, Non-Cash Charitable Contributions. If a Bargain Purchase Sale is offered, CPWDC will proudly allow the dealership to post advertisements on the inside of the vehicle, on the rear bumper, on the front license plate and on the rear license plate holder to show a portion of the vehicle was donated by the dealership.

E. PAYMENT

CPWDC will enter into a purchase agreement upon selection of the vendor based on the review of proposals. Payment will be made upon delivery of the vehicle. Should CPWDC reject the proposal, CPWDC's authorized representative will notify the Offeror in writing of such rejection.

III. OFFEROR'S DECLARATION

A. CERTIFICATIONS

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

IV. PROPOSAL EVALUATION

A. SUBMISSION OF PROPOSALS

Qualified dealerships interested in responding to this RFP should fill out the attached forms completely, attach copies of vehicle specifications, price, and photos and submit proposal no later than **5:00PM, Thursday, January 19, 2012**.

Also include as proof of a small and/or minority owned business, copies of the three (3) most recent tax returns and/or a copy of the business's Minority Business Enterprise (MBE) Certification from the Pennsylvania Department of General Services in the proposal.

Refer to Section I, General Information, Part C, Instructions on Proposal Submission, of this RFP for complete submission guidelines.

B. NONRESPONSIVE PROPOSALS

Proposals may be judged non-responsive and removed from further consideration if:

1. The proposal is not received timely in accordance with the terms of this RFP;
2. The proposal does not follow the specified format; or
3. The proposal does not include the completed and signed Certification form.

C. REVIEW PROCESS

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

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

D. CRITERIA TO BE EVALUATED

Compliance with required features as outlined	0-20 points
Competitive price per vehicle	0-20 points
Safety	0-15 points
Current vehicle mileage	0-15 points
Fuel Economy	0-15 points
Warranty (months /miles)	0-10 points
Small, Minority Owned Local Business	0-5 points

E. IMPORTANT DATES

The following is the timeline guide for the procurement of services outlined within this RFP.

Request for Proposal issued:	January 6, 2012
Request for Proposal written questions accepted:	Until 12:00 PM, January 16, 2012
Proposals submitted by:	5:00 PM, January 19, 2012
CPWDC approval of award expected:	January 27, 2012
Funds available:	Upon delivery of vehicle (expected by February 8, 2012)

The proposal submission date is a firm date unless changed by CPWDC with proper notification given to all parties interested in providing a response to the RFP. All other specified dates are estimated and may change or be extended without notification.

F. OTHER TERMS AND CONDITIONS

Allowable Expenditures

Funds that may be available for this solicitation must be expended on products related directly to the purchase of vehicles as outlined in this RFP. CPWDC is not responsible for any costs incurred by respondents prior to selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

Availability of Funds

This RFP is being solicited based on the availability of funds.

Disclosure of Proposal Contents

All materials submitted with the Proposal and the Proposal itself, become the property of CPWDC and will not be returned. CPWDC reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

Confidentiality/ Right to Know Law

CPWDC must comply with Pennsylvania's Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

Rejection of Proposals

CPWDC reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing respondents. A purchase agreement for the accepted proposal will be based upon the factors described in this RFP.

Response on Action Taken Regarding Proposal

All proposals submitted will receive a response as to the action taken by the CPWDC. Respondents may request a briefing on the action taken on the proposal.

Disclaimer

The submission of a proposal to the CPWDC does not assure or imply an award of a contract to the Offeror submitting the proposal. CPWDC reserves the right to accept or reject any or all quotes, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

V. CERTIFICATION

On behalf of the Offeror:

THE INDIVIDUAL SIGNING CERTIFIES THAT HE/SHE IS AUTHORIZED TO CONTRACT ON BEHALF OF THE OFFEROR

- A. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- B. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- D. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- E. The individual signing certifies that he/she has read and understands all of the information in the Request for Quote, and will comply with all the terms and conditions set forth in this Request for Quote.
- F. RESPONDENT CERTIFICATION SIGNATURES (*Please sign statement on next page.*)

RESPONDENT CERTIFICATION SIGNATURES

Offeror's Firm Name _____

I, _____ certify that I am the _____ of the (corporation) (committee) (commission) (partnership) (association) (proprietorship) named as respondent herein; that _____ who signed this contract on behalf of the respondent is the _____ for the said (corporation) (committee) (commission) (partnership) (association) (proprietorship); that said bid was duly submitted for and in behalf of said organization by authority of its governing body and is within the scope of its (corporation) (committee) (commission) (partnership) (association) (proprietorship) powers.

Signature of Respondent

Signature of Offeror's Representative

Dated this _____ day of _____, 20__.

When the respondent is an individual owner, the signature must be witnessed by two other persons.

(Witness)

(Witness)

ATTACHMENT A

PROPOSAL FORM FOR VEHICLES
Please complete one form for each proposed vehicle.

Company Name: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Company Address: _____

VEHICLE INFORMATION

Year: _____ Passenger #: _____

Make: _____ Engine Size: _____

Model: _____ Transmission: _____

Mileage: _____ Air conditioning: _____

MPG: _____ City Front Wheel Drive: _____

_____ Hwy Interior Cargo Area: _____ Cubic Feet

NHTSA Safety Rating: Front: _____ Side: _____ Rollover: _____

Air Bags (Indicate location and number)	
Indicate any notable features (e.g., ABS, power locks, power windows, cruise control)	
Describe the current interior and exterior condition of the vehicle	
Provide warranty information. Manufacturer or Dealer Warranty. Applicable months, miles and coverage	

Please attach a photo(s) of vehicle and any additional vehicle specifications that would be of assistance in the evaluation of this proposal.