



mid michigan
COMMUNITY
Action

"Helping People, Changing Lives."

Request for Proposal:

Two (2) Mid-Size

Sports Utility Vehicles (SUV)

Organization requesting proposals:

Mid Michigan Community Action
1574 E. Washington Rd.
P.O. Box 768
Farwell, MI 48622

Prepared October 23, 2017

TO: Prospective Vendors
FROM: Jill Sutton, Executive Director
Mid Michigan Community Action
DATE: October 23, 2017
RE: Request for Proposals: 2 Mid-Size SUV

We invite you to submit written proposals in response to the "Request for Proposals for Two (2) – Mid-Size Sports Utility Vehicles". A hard copy of the information is attached or it can be found on our website at www.mmcaa.org. Please note, the organization is not eligible for state purchasing programs.

If you choose to respond, proposals must be submitted in accordance with the guidelines provided. An **original and one (1) copy** of the complete proposal, as outlined, should be submitted by mail or hand delivered to:

Mid Michigan Community Action
Attn: Chad Hathcock
RE: Vehicle Bid
P.O. Box 768
1574 E. Washington Rd.
Farwell, MI 48622

If you have any questions, please contact Chad Hathcock at 989.386.3805 x. 1010 or chathcock@mmcaa.org. Thank you in advance for your interest in this opportunity.

Sincerely,

A handwritten signature in purple ink that reads "Jill Sutton". The signature is written in a cursive, flowing style.

Jill Sutton, Executive Director

REQUEST FOR PROPOSAL – TWO MID-SIZE SPORTS UTILITY VEHICLES

1. Requesting Entity

This Request for Proposal is made by Mid Michigan Community Action, Clare County, Michigan, having its principal office located at 1574 E. Washington Rd., Farwell, MI 48622. All inquiries for clarification in connection with the equipment to be purchased under this Proposal shall be made to the Finance Director of Mid Michigan Community Action identified below:

Mid Michigan Community Action
Attn: Chad Hathcock
P.O. Box 768
1574 E. Washington Rd.
Farwell, MI 48622
Tel: 989.386.3805, x. 1010
Fax: 989.386.3277
E-mail: chathcock@mmcaa.org

2. Standard Terminology

For convenience of reference, the words, terms and phrases defined below and elsewhere in this document shall have the meanings respectively ascribed to them for all purposes of this Bid, to include the following:

“Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, offeror or proposer who submits a bid in connection with this proposal.

“Equipment” means a small or mid-size sports utility vehicle.

3. Purpose of Request

Mid Michigan Community Action has determined to **purchase mid-size SUV’s and trade-in of one (1) vehicle:**

2009 Ford Fusion 3FAHPO6Z49R163547 mileage Oct 1 - 67,405

4. Specifications for mid-size SUV

- Automatic transmission
- Air conditioning
- All-wheel drive
- Keyless entry
- Fuel efficient
- Cruise control
- American made preferred; or high percentage made in America
- Preferred year: New model - 2016 – 2017
- Preferred availability of vehicle on or before December 20, 2017
- Exterior color preference: white, silver, or blue

5. Proposal

All proposals must be accompanied by warranties, and other pertinent product literature. The proposal must be submitted in conformity with, be based upon and be subject to all the terms, conditions and obligations of the proposed documents. Mid Michigan Community Action reserves the right to waive minor defects or variations from the exact requirements of this proposal. If insufficient information is submitted by any Vendor to properly evaluate and proposal submitted, Mid Michigan Community Action further reserves the right to request such additional information as it may deem necessary.

6. Number of Proposals to Submit

Provide at least one (1) original and one (1) copy of the Proposal along with two (2) copies of additional documentation if any. The original, together with each copy, shall be securely bound and submitted as a package clearly identifies on the outside envelope with the words "**Vehicle Proposal**". Each such submittal shall display the name, address, telephone number, fax number and email address of the Vendor submitting the proposal.

7. Closing Date

Any Proposal submitted, shall be received by Mid Michigan Community Action no later than 4:00 PM, November 21, 2017. Any bid not submitted by the Vendor by this date/time will not be considered, and will be returned unopened. The proposals will be opened the following day, November 22, 2017 and a final decision made promptly.

8. Place of Submission

The Bid shall be submitted to the following location:

Mid Michigan Community Action
Attn: Chad Hathcock
P.O. Box 768
1574 E. Washington Rd.
Farwell, MI 48622

9. Proposal Guarantee

Any Proposal submitted in response to this request shall be irrevocable for a period of 45 days from the due date of the Proposal and may not be withdrawn by any Vendor during such period. After such period of 45 days, the Proposal may be withdrawn by a Vendor at such Vendor's request if such Vendor's Proposal has not been selected prior to any such request to withdraw.

10. Evaluation Criteria

An award shall be made to the lowest responsible Vendor as determined by the sole discretion of Mid Michigan Community Action. In determining the lowest responsible Vendor, Mid Michigan Community Action will consider the following criteria:

- The capacity of the Vendor to perform the work promptly or within the time specified;
- The number and scope of any conditions made a part of the proposal by the Vendor;
- The ability of the Vendor to perform any future maintenance, service or work for the use of the Program, including guarantees;
- The quality of performance by the Vendor on any previous work performed for the agency, if any;
- The total price for the equipment to be purchased;
- The fuel efficiency proposed for the equipment to be purchased;
- American made product or percentage American made thereof;
- Warranties provided with purchase of equipment;
- Local vendor (i.e. having a place of business which employs at least one permanent employee at a location determined in the following order of priority: (a) Bay, Clare, Gladwin, Mecosta, Midland or Osceola counties; or (b) State of Michigan.