



Request for Proposal:

One (1) Box Truck

Organization requesting proposals:

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

Prepared November 2, 2020

TO: Prospective Vendors

FROM: Jill Sutton, Executive Director
Mid Michigan Community Action

DATE: November 2, 2020

RE: Request for Proposals: One (1) Box Truck

We invite you to submit written proposals in response to the Request for Proposals for One (1) – Box Truck. A hard copy of the information is attached, or it can be found on our website at www.mmcaa.org. Please note, the organization may be 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 ext. 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 – One (1) Box Truck

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 ext. 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 Box Truck.

3. Purpose of Request

Mid Michigan Community Action has determined to **purchase One (1) Box Truck**

4. Specifications

One (1) Box Truck

- GVWR under 26,000
 - Please provide the total weight of vehicle
- Box under 26’
 - Please provide the length of the box
- Gas or Diesel
 - If diesel, engine block heater included
- Automatic transmission
- Air conditioning
- Cruise control
- American made preferred; or high percentage made in America
- New model preferred, like new or used will be considered
- Ramp option
 - Please provide the weight of the ramp
 - Priced separately
- Include availability date

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, 12/1/2020. Any bid not submitted by the Vendor by this date/time will not be considered and will be returned unopened.

8. Place of Submission

The Bid shall be submitted to the following location:

Mid Michigan Community Action
Attn: Chad Hathcock
RE: Vehicle Bid
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 with the best score, 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 total price for the equipment to be purchased;
- The fuel efficiency proposed for the equipment to be purchased;
- The ability of the Vendor to perform any future maintenance, service or work for the use of the Program, including warranties;

- The size and capacity of the equipment to be purchased;
- 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
- The documented mileage for the equipment to be purchased;
- Cruise control option included for equipment to be purchased;