
Request for Proposal 15-Passenger Van Fleet Vehicles



RFP No: 2024-01

Requestor: Heather Rantala

Phone Number: (707) 467-5034

Email: hrantala@mcoe.us

Request for Proposal Issued:

March 24, 2024

Deadline for Responses:

April 9, 2024 by 3:00 pm

Return Responses to:

Mendocino County Office of Education

Attn: Heather Rantala

2240 Old River Road

Ukiah, CA 95482

REQUEST FOR PROPOSAL FOR FLEET VEHICLES

Mendocino County Office of Education ("County Office") is requesting proposals from qualified Dealers to provide the County Office with new fleet vehicles as listed in Attachment "1". The selected dealer will be responsible for meeting or exceeding all vehicle specifications listed in this Request for Proposal (RFP).

Proposals received after the deadline will be returned unopened. Proposals that are incomplete in form or content will be deemed non-responsive and will not be considered. Once accepted, proposals become the property of the County Office. The County Office reserves the right to request additional information or clarification if needed, upon review of your Proposal.

This Request for Proposal should not be construed as a guarantee of business or contract. The objective of this RFP is to select a dealer which, based on the content and evaluation of the proposals received, will best serve the needs of the County Office at this time. However, the County Office may also, upon review of proposals, elect not to award a contract to any respondent.

Questions regarding this RFP may be submitted by email or phone to:

- Heather Rantala, Assistant Superintendent of Business and Administrative Services – hrantala@mcoe.us – (707) 467-5034

INSTRUCTIONS, TERMS AND CONDITIONS

1. INSTRUCTIONS AND USE OF FORMS. In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete, sign and return Attachment "1" as their response to this RFP.
2. ACCEPTANCE OF INSTRUCTIONS, TERMS AND CONDITIONS. By signing and submitting a response to this RFP the dealer acknowledges receipt and acceptance of these Instructions, Terms and Conditions. Dealer is not required to provide pricing on all vehicles listed within RFP.
3. ACCEPTANCE OR REJECTION OF RESPONSES.
 - a. Proposals will be evaluated by County Office personnel familiar with the requirements of this RFP and the needs of the County Office.
 - b. The County Office reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified organizations.
 - c. The County Office reserves the right not to award a contract if the County Office, in its sole discretion, deems the responses received pursuant to this RFP lacking in any respect or insufficient to meet the County Office's requirements and needs.

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- d. The County Office reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
 - e. Dealer agrees that failure on its part to list all cost components related to the purchase will not be accepted by the County Office as an acceptable justification to re-quote the proposal.
 - f. Dealer acknowledges that the original proposal and costs provided stand. However, the dealer has the option of withdrawing a proposal at any time until the opening of the proposals.
 - g. The County Office reserves the right to cancel the purchase any time prior to an order being submitted.
 - h. A final contract will be awarded to the lowest responsive, responsible bidder meeting the bid specifications .
4. SUBMISSION OF PROPOSALS. Proposals may be submitted in person to the Assistant Superintendent of Business and Administrative Services at the Mendocino County Office of Education, 2240 Old River Road, Ukiah, CA 95482, in writing to the Assistant Superintendent of Business and Administrative Services, Mendocino County Office of Education, 2240 Old River Road, Ukiah, CA 95482, or via email to the Assistant Superintendent of Business and Administrative Services at hrantala@mcoe.us . All forms of submission shall be delivered prior to the deadline listed. All proposals received after the bid deadline shall be returned to the Vendor unopened.
5. PROPOSAL PROTESTS. The following instructions must be followed by a Respondent who wishes to challenge the County Office's selection and award of any contract pursuant to this RFP:
- a. Any protest must be submitted in writing to the Assistant Superintendent of Business and Administrative Services, Mendocino County Office of Education, 2240 Old River Road, Ukiah, CA 95482, before 3:00 p.m. on the fifth (5th) business day following the County Office's notification of its intention to award a contract pursuant to this RFP.
 - b. Only organizations who submitted a proposal in response to this RFP may file a protest.
 - c. Protests must contain the following specific information:
 - i. Protestor's name, address, phone and email address;
 - ii. Date on which protestor's Response was submitted to the County Office;
 - iii. Protestor's specific, detailed basis for the protest, which must be supported by facts and/or documentation. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
 - d. The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
 - e. The County Office will review and evaluate the protest for validity, including, if required, review by outside counsel. The County Office and/or counsel will provide a response within ten (10) days of review of the protest letter.
 - f. If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future County Office RFPs or contracts.
6. ASSIGNMENT PROHIBITED. No contract awarded under this proposal shall be assigned without the express, prior written approval of the County Office. Any attempted assignment in violation of the provision may be voided at the option of the County Superintendent or Board

of Education.

7. **NO CONTACT WITH BOARD OF EDUCATION.** Respondents may not contact any member of the Mendocino County Board of Education (or any County Office employee, except as provided herein) regarding this RFP, unless specifically invited to an interview conducted by the County Office.
8. **NON-DISCRIMINATION.** The Mendocino County Office of Education does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law.
9. **HOLD HARMLESS.** The Dealer shall defend, indemnify, and hold the County Office, its officers, agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the dealer's performance under this contract.
10. **DELIVERY.** Vehicles must be delivered or be available within a 200 mile radius of the County Office for pick-up. Vehicle shall be made available no later than June 30, 2024 unless mutually agreed upon by both parties.
11. **LENGTH OF CONTRACT.** The contract shall remain in effect as long as vehicles are available to the County Office in new condition.
12. **ADDITIONAL OPTIONS.** All factory options shall be available and priced at dealer cost plus up to ten percent for an addition or dealer cost minus up to ten percent for deletion in accordance with the manufacturer's price list in effect at the time of the bid opening. All options added or deleted shall be shown as a separate line item on the invoice.

ATTACHMENT "1" – REQUESTED VEHICLES BID FORM

Please complete this form, sign and return it with your proposal

COMPANY:	DATE:
MAILING ADDRESS:	PHONE:
CITY: STATE: ZIP:	EMAIL:
SSN OR FEDERAL TAX NO:	TITLE OF AUTHORIZED REPRESENTATIVE:
AUTHORIZED SIGNATURE:	PRINTED NAME:
	DATE:

Mendocino County Office Fleet Vehicles Requested		Dealer Response (**Please attach window sticker or similar document detailing Required Features and other vehicle specifications)	
Description *All Vehicles must be in new condition	Required Features		
Ford Transit 350 converted from 15 passenger to 9 passenger + 1 driver, or similar vehicle	15 passenger van converted to a 9 passenger + 1 driver, or similar vehicle, with option for wheelchair lift	Proposed Vehicle (Year, Make, Model & Trim):	
	Exterior Color - White preferred, will also accept silver or similar color	MSRP:	
	250+ horsepower	\$ Discount (at time of bid):	
	Blind Spot Sensor	OR	
	Automatic Emergency Braking	% off MSRP (at time of bid):	
	Back-up Camera and alarm	Taxes:	
	Rear Collision Warning	Fees:	
	Lane Departure Warning	Final Price:	
	Bluetooth Phone Connectivity	Estimated Lead Time:	
	Driver and Passenger side running boards	Pricing shall be valid through 9/30/2024. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale, Vendor shall be responsible for adjusting amount in the benefit of the County Office.	
	Heated side mirrors		
	Extra key and fob		