



# REQUEST FOR PROPOSALS

No. 2023-03

**Qty 7 New Vehicles  
7-8 Passenger Minivans**

**Issued: Tuesday, October 24, 2023**

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## **Section I Announcement**

### 1. Summary

INSPIRE DEVELOPMENT CENTERS (IDC), a private non-profit organization, is requesting bids for **Seven (7) New Vehicles, 7-8 Passenger Minivans**. The award and resulting order will be subject to funding approval. This procurement will be financed with federal funds from HHS ACF:OHS Region X Early Head Start Program. IDC reserves the right to award to multiple vendors to obtain the desired quantity of vehicles at the best price.

### 2. Contact Information

Inspire Development Centers, Purchasing Department  
105 South 6<sup>th</sup> Street, Suite B Sunnyside, WA 98944

Telephone: (509) 837-2225 extension 70829

Email: [Bidsubmission@inspirecenters.org](mailto:Bidsubmission@inspirecenters.org)

Any inquiries or requests regarding this procurement **MUST** be submitted to the Procurement Department in writing, via email to [Bidsubmission@inspirecenters.org](mailto:Bidsubmission@inspirecenters.org), **Subject line MUST reference RFP 2023-03 Qty 7 New Vehicles 7-8 Minivans**.

### 3. Bid Deadline

All bids will be noted and stamped by time and date of submission. All vendors responding to this solicitation shall have until **5:00 PM PACIFIC STANDARD TIME ON WEDNESDAY November 8, 2023**, to submit a fully completed bid package. Bids received after this deadline will not be accepted.

### 4. Remittance Instructions

Referenced RFP 2023-03 on all bid documents. Bids may be submitted in person, by mail or email to:

Inspire Development Centers, Purchasing Department  
105 South 6<sup>th</sup> Street, Suite B Sunnyside, WA 98944

Telephone: (509) 837-2225 extension 70829

Email: [Bidsubmission@inspirecenters.org](mailto:Bidsubmission@inspirecenters.org)

## Section II Minimum Vehicle Specifications

1. Minimum Vehicle Specifications
  - a. Gasoline Engine
  - b. All-Wheel Drive
  - c. Medium Trim Level
  - d. Safety Package (backup camera, collision assist and lane assist)
  - e. Cruise Control
  - f. Power Windows, Power Locks and Power Mirrors
  - g. Keyless Entry
  - h. Climate Control System
  - i. Remote Start
  - j. All Season Tires preferred
  - k. Entertainment – Bluetooth
  - l. Exterior Color Neutral, such as Silver, Gray or White
  - m. Seating - Cloth preferred
2. IDC qualifies as a non-profit organization for Washington State Contract Pricing.
3. Bid must identify if vehicle is in-stock, in-transit or on order. If the vehicle is not in-stock, the lead time must be clearly stated. IDC requires delivery and purchase to be finalized by 1/31/2024.
4. IDC is not a tax-exempt agency; pricing must include applicable sales tax and licensing fees.
5. If the dealership is outside of a 50-mile radius, pricing must include delivery to Sunnyside, WA.
6. IDC will issue a purchase order and remit full payment upon delivery; the bid must identify any additional payment terms.
7. Pricing must be valid for thirty (30) days from the date the bid is received.
8. Bid must include;
  - a. Description of the vehicle, specifically the year, make, model, trim level, options, fuel efficiency, and condition.
  - b. Stock or Vehicle Identification Number
  - c. MSRP and Dealers Retail Price
  - d. Breakdown of all fees
  - e. Purchase Terms
  - f. Delivery Terms

### Section III General Requirements

This procurement will be conducted in accordance with the Inspire Development Centers (IDC) Procurement Policies and Procedures, OMB Circulars, and applicable grant regulations. The bids will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of INSPIRE to disclose bids/bids submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

1. **Bid Award** - Bid will be evaluated and selected based on ability to meet required specifications, cost and lead time. Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.
2. **Laws and Regulations** - The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.
3. **Interpretation of Bid Documents** - Prospective contractor's contemplating submitting bids who are in doubt as to the true meaning of any part of the bid documents or find discrepancies in or omissions from this bid document shall submit to IDC in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the bid documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the bid documents.
4. **Rejection of Bids** - IDC reserves the right to reject any bid which omits any one or more items for which bids are required; any bid which omits prices; or any bid, that in the opinion of Inspire Development Centers, does not meet the specific requirements specified in this Request for Bids. Inspire, at its sole discretion, reserves the right to reject any or all bids at any time prior to the execution of a contract at no penalty.
5. **Ownership of Bids** - All bids and accompanying documentation become the property of IDC and will not be returned.