

TRI-COUNTY COMMUNITY ACTION, INC.  
(TCCA)

Request for Proposal

For Vehicle Fleet

Inquiries and proposals should be directed to:

Latricia Reynolds  
Chief Financial Officer  
Tri-County Community Action, Inc.  
PO Box 1748  
Center, TX 75935  
(936)332-2259  
lreynolds@tccainc.org

## General Information

### A. Purpose

This Request for Proposal (RFP) is to contract for a fleet of vehicles to be used for the agency's (TCCA) headstart and community services program to be delivered by April 30, 2021.

### B. Who May Respond

Any dealership that can meet the following criteria

### C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be submitted no later than 4:30 p.m. on March 19, 2021.
2. Inquiries: Inquiries concerning this RFP should be directed to Latricia Reynolds, CFO, (936)332-2259, or [lreynolds@tccainc.org](mailto:lreynolds@tccainc.org).
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by TCCA.
4. Instructions to Prospective Vendors:

Your proposal should be addressed as follows:

Latricia Reynolds  
Chief Financial Officer  
Tri-County Community Action, Inc.  
PO Box 1748  
Center, TX 75935

Electronic Proposals will also be accepted via email: [lreynolds@tccainc.org](mailto:lreynolds@tccainc.org) and copied to [gsimon@tccainc.org](mailto:gsimon@tccainc.org). Please include in the subject line: Proposal for Vehicle Fleet

It is the responsibility of the Offeror to ensure that the proposal is received by TCCA by the date and time specified above.

Late proposals will not be considered.

5. Right to Reject: TCCA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made by TCCA to utilize small businesses and minority-owned 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).
8. Notification of Award:

- a. It is expected that a decision selecting the successful request will be made within one week of the closing date for the receipt of proposals on March 19, 2021.
- b. Upon conclusion of final negotiations with the successful proposal, all Offerors submitting proposals in response to this Request for Proposal will be informed of the outcome of the RFP.

#### D. Description of Entity

TCCA is a nonprofit organization that serves 10 counties in East Texas. TCCA is a private, nonprofit corporation and has been determined to be exempt from tax under Section 501(c)(3) of the Internal Revenue Code. Administrative offices are located at 214 Nacogdoches St., Center, TX 75935. Other offices are located throughout the East Texas area.

### Specification Schedule

A. Building of Fleet Vehicle that can be used for various activities including transporting of parents and children, staff, and used for cargo to assist with the delivery of different goods to various locations.

The purpose of this RFP is to replace the aging fleet of TCCA through the purchase of 6-10 vehicles based on the vehicle specifications

#### B. Specifications

TCCA would like to receive proposals based on the specifications outlined in the RFP, submit unit prices for each type of vehicle, include a list of basic equipment included in the price submitted and the cost for any options as well as engine size options. Submit for each category a manufacturer's average city/highway mileage, average annual fuel consumption and maintenance costs, and warranty information.

1. Vehicle Type 1 – 6-7 passenger van
2. Vehicle Type 2 – 6-7 passenger SUV or Crossover
3. Vehicle Type 3 – Crew Cab Pickup

##### Vehicle Type 1 – Specifications:

1. power steering
2. A/C Heat
3. Automatic Transmission
4. Back up Camera
5. Park assist
6. Ability to stow seating for cargo room – must include a description of what row(s) of seating stows and how the seating is removed.

##### Vehicle Type 2 – Specifications:

1. Power Steering
2. A/C Heat
3. Automatic Transmission
4. Back up Camera
5. Park Assist
6. Tow Package

Vehicle Type 3 – Specifications:

1. Power Steering
2. A/C Heat
3. Automatic Transmission
4. Back Up camera
5. Park Assist
6. Tow Package
- 7.

E. Price

The price should be all inclusive based on the criteria listed above. TCCA is tax exempt but will not have exempt license plates.

F. Payment

Payment will be made when TCCA has determined that the vendor can provide the vehicles needed and will work with the vendor to receive vehicles.

## Proposal Evaluation

A. Submission of Proposals

All proposals shall include the Offeror's pricing information, warranty information, average mileage, average fuel and maintenance costs, description of all options and additional costs, description of stow and go seating capabilities in vans. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RF
2. The proposal is not adequate to form a judgment by the reviewers.

C. Proposal Evaluation

Evaluation of each proposal will be scored on the following five factors:

- |   |      |
|---|------|
| 1. Ability to provide the requested number of vehicles (6-10)           | 0-10 |
| 2. Ability to provide delivery of vehicles by due date                  | 0-10 |
| 3. Description of details of what is included in base price and options | 0-10 |
| 4. Ability to stow seating in vans and SUV                              | 0-10 |
| 5. Cost   | 0-60 |

D. Review Process

The TCCA may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, TCCA 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, that the Offeror can propose.

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