



Housing Authority of the City of Norwalk

P.O. Box 508
24 ½ Monroe Street
Norwalk, CT 06856-0508
Phone (203) 838-8471
Fax (203) 838-6535

REQUEST FOR PROPOSAL

**THE NORWALK HOUSING AUTHORITY (NHA) REQUESTS A PROPOSAL
FROM YOUR FIRM FOR THE FOLLOWING:**

**ONE (1) NEW, NEVER USED F-250 PICKUP TRUCK
ONE (1) NEW, NEVER USED TRANSIT CONNECT VAN**

KEY DATES

RFP RELEASE DATE 04/01/2017

RFP SUBMITTAL DEADLINE 04/18/2017 at 2:00 p.m., EST

PUBLIC BID OPENING DATE 04/18/2017 at 2:05 p.m., EST

**LOCATION Norwalk Housing Authority
24 ½ Monroe Street, Norwalk, CT 06854**

**DIRECT INQUIRIES TO: Guillermo Bendana, Procurement Specialist
gbenda@norwalkha.org**

SUMMARY AND BACKGROUND

Norwalk Housing Authority (NHA) 24 ½ Monroe Street, Norwalk, CT 06854 is currently accepting proposals for one (1) never used F-250 pickup truck and one (1) never used Transit Connect van. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on criteria listed herein, and selects the candidate who best represents the direction NHA wishes to go.

Since 1939, NHA has provided safe and affordable public housing coupled with supportive services to enable eligible persons with limited incomes to become self-sufficient. The housing inventory includes senior one- and two-bedroom units and multifamily units with one to five bedrooms. In additions NHA owns and manages 18 properties throughout Norwalk helping over 2,000 families citywide. The properties are maintained by qualified professional staff to ensure that each resident enjoys the benefits of NHA housing. Affordable housing is a stepping-stone to self-sufficiency, which residents may obtain through NHA-sponsored educational and economic supportive programs.

PROPOSAL GUIDELINES

NHA reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, product quality, service and other factors which NHA may consider. NHA does not intend to award a bid fully on the basis of any response made to the proposal; the NHA reserves the right to consider proposals for modifications at any time before a bid would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the NHA's specifications and needs.

NHA reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the NHA to be in the best interest of the NHA even though not the lowest bid.

Proposals should be prepared simply and economically providing a straight-forward, concise description of the product specifications to meet the requirements of the RFP.

Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

Terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by NHA General Counsel and will include scope, budget, schedule, and other necessary items pertaining to the sales contract.

All costs must be itemized to include an explanation of all fees and costs.

Bidders must submit one original bid, (marked “Original”) All bids must be packaged, sealed, and show the following information on the outside of the package:

Proposal for: Norwalk Housing Authority
24 ½ Monroe Street
Norwalk, CT 06856-0508
Attn: Guillermo Bendana, Procurement Specialist
RFP F250 PICKUP TRUCK & TRANSIT CONNECT VAN

Bids must be received and time-stamped by the receptionist in the above office address, prior to the stated dead line.

RFP TIMELINE

This request for bid represents the requirements for an open and competitive process. All proposals in response to this RFP are due no later than 2:00 P.M. on 04/18/2017. Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Pre-Bid

Clarifications or further instructions pertaining to this bid shall be addressed to Guillermo Bendana, Purchasing Specialist via email at: gbenda@norwalkha.org

PERFORMANCE REQUIREMENTS:

All proposed equipment must be capable of performing at an effectiveness level in accordance with manufacturer's specifications.

All proposed equipment must be capable of performing all operations in accordance with manufacturer's advertised data sheets and technical publications.

FACTORY INSTALLATION: vehicle must be manufacturer base model with specified options added. Options that are available from the factory must be factory installed. Exceptions to this clause must be noted in writing if factory installation is not available. When factory installation of a required specification or option item is not available, an up-grade of factory-installed equipment is required rather than a dealer-installed substitute.

STANDARD EQUIPMENT REQUIRED: vehicle must have all standard equipment as stated in retail vehicle brochures and sales catalogs, plus the standard accessory items stated herein. Do not delete standard features in favor of a cheaper non-standard feature. Any deletions of options from packages are not acceptable.

DEFECTIVE PRODUCT: Any product determined at inspection to be defective shall be returned and replaced at vendor's cost.

SAFETY FEATURES: vehicle must comply with the Federal Standard Safety Devices for Automotive Vehicles, which became mandatory on January 1, 1969, and subsequent addenda. **THE WINDOW STICKER LISTING STANDARD EQUIPMENT AND OPTIONS ALONG WITH THE PRICES MUST BE REMOVED FROM THE WINDOW, BUT LEFT IN THE VEHICLE ITSELF.**

ALTERNATIVE FUELS: Because of the requirements of federal laws such as the Energy Policy Act of 1992, we will purchase alternative fuel vehicle as a part of our regular purchase process. Bidders *must* provide pricing on the different fuel systems listed below:

- A) Vehicle must operate exclusively on any combination of ethanol (E85) and gasoline
- B) Vehicle must be able to operate on liquid petroleum gas (propane) and gasoline
- C) Vehicle must be able to operate on natural gas (CNG or LNG) and gasoline
- D) Vehicle must be able to operate on electricity and gasoline
- E) Vehicle must be able to operate on biodiesel

TECHNICAL REQUIREMENTS:

All requirements in this section are mandatory.

General Technical Specifications:

Vendor must be a manufacturer's factory authorized dealer.

The vendor will furnish standard manufacturer's warranty with invoice for vehicle.

All items bid shall be manufacturer's current production products. Vendors will provide, at time of bid, the most recent descriptive literature, including specifications, on the vehicle that the dealer proposes to furnish.

The vendor will allow the receiving agency five (5) business days following delivery of the vehicle to review and inspect the vehicle before acceptance occurs. If NHA does not notify the vendor within five (5) business days, the vendor may assume that the vehicle is acceptable.

NEW VEHICLE CHECK-UP AND SERVICE: Prior to the delivery, the vendor must service completely the vehicle in accordance with the manufacturer's standard. "Make-Ready" (i.e. ready for agency delivery) requirements.

- Crankcase, differential, transmission and transfer case, if applicable, must be filled to capacity as recommended by the manufacturer.
- Vehicle must contain 1/4 tank of gasoline/fuel when delivered.
- Vehicle shall contain a pre-delivery check sheet showing the operations that have been performed on the vehicle by the vendor.
- Vehicles must be clean with all stickers removed from the body/shield prior to delivery with the exception of any sticker required by law (Manufacturer's Suggested Retail Price Label).
- Vehicle must be hoisted on a lift rack at the dealership and the underside inspected completely prior to delivery. The vendor must note that this inspection has been performed on the pre-delivery inspection sheet.
- Manufacturer "line sheet" must accompany vehicle at time of delivery.

Factory pre-delivery condition is not acceptable. Vehicle not properly dealer prepared will not be accepted and will be returned to the vendor at vendor's expense. NHA representatives are instructed to reject any vehicle that does not have a pre-delivery inspection sheet with it at the time of delivery or does not otherwise meet minimum preparation requirements, including 1/4 tank of gas or fuel.

In such case where the location of the dealer who initially serviced the vehicle makes it impractical to perform subsequent checkup service, the vendor is responsible to arrange for the manufacturer's "Make-Ready" checkup service.

NAMEPLATES, ETC.: Vendor nameplates, decals, etc., denoting vendor may not be affixed in any manner whatsoever to vehicle delivered; photographs of vehicle with identification decals are not permissible.

FREIGHT: If a freight increase occurs prior to the delivery of vehicle, the increase is the vendor's expense.

DELIVERY/ACCEPTANCE: vehicle shall be delivered to an agreed upon location within 90 days. There shall be no charge for delivery. Vendor shall notify NHA of the time of delivery, prior to physical delivery. Vendor will not be held responsible for non-delivery under the following circumstances only:

- 1) Strikes
- 2) Lockouts
- 3) Acts of God - fire, lightning, storms, epidemics
- 4) Riots, insurrections, etc.

SUPPORT REQUIREMENTS:

All requirements in this section are mandatory. Selected bidder agrees that:

The vendor will furnish standard manufacturer's warranty with invoice for vehicle.

Contractor will correct or have corrected any substandard work as requested by NHA. Such work shall be at no extra cost to NHA.

LITERATURE AND PUBLICATIONS: The vendor will provide the service manual for vehicle. This includes regular mailings of service to vehicle.

COST INFORMATION

PRICING/RATES:

Vendors must fully complete the following Bid Price Form found in Appendix I.

Please supply all related information listed on Bid Price Form found in Appendix I. If pricing for Model Year 2017 is no longer available due to factory deadlines or other circumstances, please supply pricing for Model Year 2016.

Place any exceptions and delineate any additional costs or price concessions associated with any substitutions in the space provided on the attached Bid Price Form.

BID ACCEPTANCE, EVALUATION AND AWARD:

BID OPENING: Public Bid Opening will be held at 2:00 p.m. EST on 04/18/2017 located at Norwalk Housing Authority 24 ½ Monroe Street, Norwalk, CT 06854

BID ACCEPTANCE: Bids which do not comply with instructions or are unable to comply with specifications contained in this RFP may be rejected. NHA retains the right to accept or

reject any or all bids, or accept or reject any part of a bid deemed to be in the best interest of NHA. NHA shall be the sole judge as to compliance with the instructions contained in this RFP.

BID EVALUATION: Bids will be evaluated by the department's purchasing agent and program manager to verify that they meet all specified requirements in this RFP.

METHOD OF AWARD: Award(s) will be made only to the responsive and responsible bidder(s) that are judged to be in the best interest of NHA and based on the "Lowest Cost" per item.

ESPECIFICATION:

One (1) new F-250 pick-up truck

Factory installed standard equipment required.

Besides factory installed standard equipment we required the following specifications;

1. ¾ ton capacity rating
2. Air Conditioning
3. AM/FM Stereo
4. 4 WD on Demand
5. 8' steel bed (Rhino Liner)
6. Engine- 8 Cylinder, Gas fueled
7. Power Steering, Power Brakes
8. Installed LED strobe kit. (White light)
9. Heavy duty suspension
10. Heavy duty battery
11. Step rear bumper
12. Trailer hitch- separate from bumper
13. 5 all-season tires, mounted
14. Paint- dark green
15. Heavy duty radiator
16. Power Windows and Locks
17. Oil/Amp/temp gauges
18. Driver and passenger side step

Snow Plow: (Fisher) Brand or Equivalent

1. Electric/hydraulic with all in cab controls
2. Width 7½', Height 26" (+/-2")
3. Lights- (combination dual beam and turn signals)
4. Plow mounted and operational upon delivery

Dumping Mechanism: (Venco) Brand or Equivalent

1. Electric/Hydraulic
2. Single acting 12 volt pump
3. Push button controls in cab
4. Minimum 2 ton capacity
5. Minimum 40 degree dump angle
6. No change to style of truck

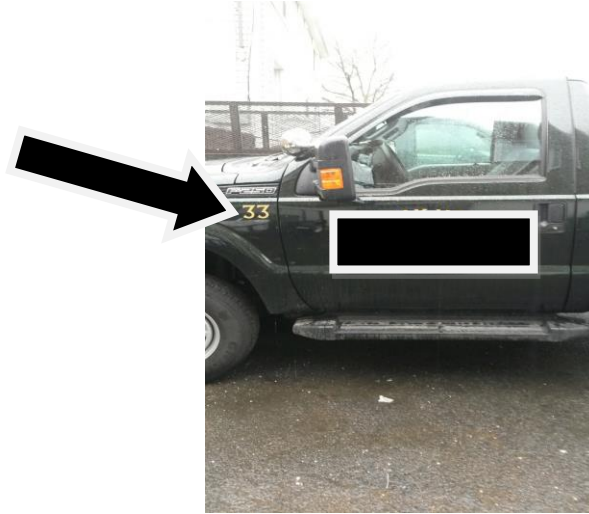
7. Rugby model (LR12ES) or equivalent
8. Access to gas fill without raising dump

Color:

1. Provide quote for a Blue Jean color and a Dark Green color

Others:

1. Spot light with inside cab controls mounted on drivers side or top of truck
2. 3 inch number “34” painted in gold color on both sides of the truck. See photo below for placement location.



One (1) new Transit Connect XL VAN

Factory installed standard equipment required.

Besides factory installed standard equipment we required the following specifications;

1. Extended wheel base
2. Dual sliding doors with rear symmetrical doors
3. Silver Paint
4. Front and rear splash guards/mud flaps
5. Large exterior mirrors
6. Perimeter anti-theft alarm system
7. Roof rack including crossbars
8. Interior vinyl
9. LED rear cargo area light
10. AM/FM stereo receiver with single CD and rear view camera
11. General service package – product # 5053
12. Wire partition – product # P2TCFW14

Color:

1. Provide quote for a silver color and a Dark Green color

Others:

1. Spot light with inside cab controls mounted on drivers side or top of truck
2. 3 inch number "35" painted in gold color on both sides of the van. See photo below for placement location.



Registration of vehicles

1. DMV registration of both vehicles must be completed by the winning bidder
Vehicles must be register under:
Norwalk Housing Authority
24 ½ Monroe Street
Norwalk, CT 06854

Appendix I.

BID PRICE FORM

I have read and understand all rules, regulations and terms of conditions regarding the Request for Proposal for one (1) new F-250 pickup truck and (1) Transit Connect, pages 1-6. I further understand that by submitting a proposal, I shall follow and abide by the rules, regulations and terms herein.

Vendor's Profile:

Vendor's Name:	
Address:	
Phone number:	
Fax number:	
Print, Manager name:	
Print, point of contact name:	
Title, point of contact name:	
Point of Contact Email:	
Point of Contact Name	
Signature:	
Date:	

Vehicle Description:

Proposed truck model year and Name Model No:	
Specification No:	
Proposed van model year and Name Model No:	
Specification No:	

Price:

Description:		
One (1) F-250 Pickup Truck, per specifications with snow plow and dumping mechanism installed per specification.	Price for blue jean color \$	Price for dark green color \$
One (1) Transit Connect XL van per specifications.	Price for silver color \$	Price for dark green color \$
Grand Total/ Delivered Price:	\$	\$

Provide other information you deem necessary:

DELIVERY TO BE MADE 90 DAYS AFTER RECEIPT OF ORDER

This proposal shall be valid for a period of ninety (90) days after the proposal due date.

Signature: _____ Date: _____

Print Name: _____