

Request for Bids (RFB):

Transit Style Van/Mobile Resource Unit

CareerSource Citrus Levy Marion

Overview and Scope of Bid

CareerSource Citrus Levy Marion (CSCLM) is a 501(c)3 not-for-profit organization and is one of nearly 600 business-led local workforce development boards located across the United States. Our mission is to bring together citizens, employers, and education providers to develop programs to support high-quality education/training and employment services to meet the regional workforce needs.

CareerSource Citrus Levy Marion (CLM) is seeking bids for a half-ton, transit-type van that will be used to provide mobile career center services in remote areas of its three-county service area as well as in response to natural disasters. In these situations, or others, where routine electrical service is not available, the van will tow a trailer with a generator that will be used as a power source for computers, lighting and fans. The cargo area will be used to carry laptop computers, folding tables, portable canopies and chairs for use on site and will require cargo tie-downs to secure these items. The external receptacle is to allow internet equipment located inside the van cargo area to be powered by the generator rather than the vehicle during periods of extended use. **All proposals should be based on a cash sale basis.** All bid documents and addendums will be updated and available at: <https://careersourceclm.com/about-us/work-with-careersource-clm/>

Bid Requirements

Bid Correction period: Any vendor which, when reviewing the **attached** bid specifications, that determines one or more of the requirements precludes them from offering a bid, has a period of one week from date of issue to raise its concern in email form to Dwain Henderson, dhenderson@careersourceclm.com. CLM has one additional week to review the items in concern and determine if they are essential to the proposed use. If deemed non-essential, CLM will reissue the bid specifications on its website, with the item corrected or edited to allow for the affected parties to offer a bid. This proposal does not require specific brands. Any language contained in the bid specification that may reference or imply a brand is not intended and is only included for description or reference. ***In raising the concern, the vendor must provide alternative language for the item(s) affected for CLM to consider if such exists.***

Selection

All proposals will be reviewed by a selected review team from CSCLM management. Proposals will be reviewed for effective adherence to the requirements within this RFB. Proposals will be scored on the requested features and costs. Respondents that are to be considered for final selection will be asked to provide the CSCLM management team

a thorough demonstration/overview of their product. The overview must contain a thorough review of the required feature elements as listed on the attached bid sheet.

CSCLM management will make a selection from those respondents that are asked to provide an overview of their product. Final selection and award will be made by the CSCLM Board of Directors.

Bid Documentation:

Responding firms must submit a written bid that provides a thorough explanation of their product(s) to include addressing the requested elements listed on the attached bid sheet. Submissions may include any additional information that assists in better understanding the products and pricing provided. However, at minimum, proposals should include:

- A signed letter endorsing the proposal from an authorized agent of the business that has authority to enter into a binding agreement and includes the following:
 - the terms of purchase including warranty of base vehicle and any available warranties provided or available for all features.
 - estimation of 'build out' time.
 - overview of ongoing product support to be provided
 - time requirements for down payments and final payment
 - proposed delivery date
- A completed bid sheet (attached) listing additional costs for each feature as applicable (if cost is outside of the base vehicle cost).

Each respondent agrees to provide the services requested in this RFB for the rate(s) quoted.

Bid Submission Deadlines:

The request for Bids is anticipated to be released on September 26, 2024. Following is the anticipated schedule for bid review and selection. Any change to this timeline will be publicly posted on our website at: <https://careersourceclm.com/about-us/work-with-careersource-clm/>

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| Proposal correction requests: | 5:00pm October 8, 2024 |
| *Proposals due: | 5:00pm October 30, 2024 |
| Proposal review and staff recommendation: | November 8, 2024 |
| Appeals to process due: | November 15, 2024 |
| Executive Committee and Appeals review: | November 20, 2024 |
| Board approval of selection: | December 11, 2024 |

***Submission of Bid**

All bids must be submitted via email to Dhenderson@careersourceclm.com by close of business (5:00 p.m. EST) on Wednesday, October 30, 2024.

The bid must include all required attachments listed in the **Bid Documentation** section above. **Attachments should be submitted in .PDF format.**

Bid Negotiation

CSCLM requires that the rates quoted are valid for at least six months from date of submission. Nothing requires CSCLM to negotiate beyond the original proposal submission and a change in costs may cause us to disqualify the bid.

Other Information

Stevens Amendment

The CareerSource Citrus Levy Marion Talent Acquisition Management program is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling \$14,000,000.00 with no percentage financed from non-governmental sources. The anticipated cost of this request for bids is \$55,000.00. However, it is important to state that we understand current market rates fluctuate. All bids will be accepted regardless of cost. Selection will be based on overall quality and value of proposals/products and how they best meet our needs and is not reliant solely on cost.

Appeals

Any appeal of the staff recommendation must be in writing/email form to dhenderson@careersourceclm.com by November 15, 2024, close of business. **Staff response to an appeal will be made available at the time of the Executive Committee meeting on November 20, 2024.** All appeals and staff responses will be posted on the CLM website as part of the Executive Committee actions/minutes on the bid and made available to the Board during its meeting of December 11, 2024.

The appellant will have a **maximum of five minutes** time to state their appeal and respond to staff comments on the appeal during the Executive Committee meeting.

CSCLM shall have the right to terminate this agreement if it fails to receive funding appropriate to continue operation. In such event, CSCLM shall give 30 days' advance notice of intent to do so, or, if funding is not established in time to allow such, then such shorter period of notice as is possible, provided, however, that notice in no event shall be less than 30 days. CSCLM reserves the right to make no award on this RFB, if most advantageous to CSCLM.