

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

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.

CSCLM management will make a selection from those respondents based upon best price. Final selection and award will be made by the CSCLM Board of Directors.

Bid Documentation:

Responding firms must submit a written bid 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 bid document 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 include 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 November 6, 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/>

*Proposals due:	5:00pm November 18, 2024
Proposal review and staff recommendation:	November 19, 2024
Executive Committee:	November 20, 2024
Board approval and appeals review 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 Monday, November 18, 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 60 days 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 20, 2024, close of business. **Staff response to an appeal will be made available at the time of the Board Meeting on December 11, 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 Board 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.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail accommodations@careersourceclm.com three business days in advance. A proud member of the American Job Center network