

January 9, 2012

REQUEST FOR PROPOSALS  
For

12 person Passenger Vans  
(Up to 18 vans)

Full Employment Council, Inc.  
1740 Paseo Blvd.  
Kansas City, MO 64108  
(816) 471-2330

January 6, 2012

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#### I. AUTHORITY

The Full Employment Council, Inc. (FEC) is releasing this Request for Proposal (RFP) in its capacity as program administrator for the GREAT program.

#### II. TIME LINES

##### A. PRE-BID CONFERENCE

There will be a Pre-Bid Conference at 10:00 a.m., [January 20<sup>th</sup>, 2012](#) at:

The Full Employment Council  
1720 *conference room*  
1740 Paseo blvd.  
Kansas City, Missouri

The purpose of the pre-bid conference is to respond to technical questions posed by those submitting proposals. Technical questions regarding the RFP may not be submitted after the Pre-Bid Conference.

##### B. START AND END DATES

Projects are estimated to start January 30<sup>th</sup> 2012 and end March 30, 2012. Start dates will be negotiated prior to contract execution.

##### C. DUE DATE FOR PROPOSALS

To be considered, proposals must be received by the Full Employment Council no later than 4:00 PM, [Friday, January 27, 2012](#) at the above address, to the attention of Tirhas Kidane. If mailed, proposals must be received by the same time and date regardless of the postmark date.

##### D. TENTATIVE AWARD DATE

FEC expects to announce award on or about [January 30, 2012](#).

(Exceptions: If additional procurement is required due to insufficient or unsatisfactory proposals received on the first round of procurement; if additional procurement is required in the event of a non-performing service provider;

### III. GENERAL INFORMATION

#### Purpose

This "Request for Proposal" is to solicit proposals for **"UP TO" 18 PASSENGER VANS** for the Full Employment Council, Inc.

#### Who May Respond

Established and Licensed businesses and companies within Kansas City, Missouri may respond to this RFP.

#### Instructions on Proposal Submission

1. Request for Proposal Opening  
January 6, 2012
2. Pre-Proposal Conference –Walk thru  
January 20, 2012
3. Closing Proposal Date  
January 27, 2012

Proposals must be submitted no later than 2:00 p.m., Friday January 27, 2012.

2. Conditions of Proposal

All costs incurred in the preparation of proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Full Employment Council, Inc.

3. Instructions to Prospective Contractors

#### WAGE RATES AND LABOR STANDARDS

The below projects are federally funded and must comply with all State and Federal requirements for prevailing wage rates and labor standards in compliance with the prevailing wages as established by the United States Department of Labor.

Your proposal should be addressed as follows:

Tirhas Kidane  
Chief Financial Officer  
Full Employment Council, Inc.  
1740 Paseo Blvd,  
Kansas City, Missouri 64108

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Proposals for PASSENGER VANS

The proposal should include the following:

- 1) Scope of Services
- 2) Ability to meet specifications of project
- 3) Past experience and two references
- 4) Budget and payment requirements
- 5) Maintenance and System Management
- 6) Current E-Verify documentation

#### BACKGROUND

Passenger Van program description:

Provide transportation for program participants to disseminate information to low income neighborhood residents how to increase the energy efficiency of their homes.

#### PROGRAM SCOPE OF WORK

Full Employment Council (FEC), is seeking proposals from qualified companies to provide passenger van vehicle services. These services will include vehicle leasing.

#### IV. PROGRAM SCOPE:

- Vehicle Leasing Services

##### Quantity and Term

- The number of vehicles to be considered as part of the leasing portion of this RFP UP TO 18 vehicles preferably for the 2011/2012 model year
- Vehicle lease terms shall be for a base period of 30 days with an option for FEC to extend the lease period for an additional two (2) 30 day periods which will be based on budget and need.

##### Pricing

- Pricing quoted in the proposal shall be for the duration /length of any lease entered into during the contract period. It shall include all costs associated with all vehicle, licenses, and any other miscellaneous fees.
- The lease pricing will be based on an unlimited monthly mileage usage.

##### Specifications

- Leased vehicles shall be those of the current model (2011/2012) year as determined by the date on which the vehicles are formally requested.
- Each/All leased vehicles:
  - Maintained and fueled for the day use
  - Deployment from headquarters - 830 am daily
  - Return to headquarters – between 2pm and 230 pm daily
  - Vehicles Stored overnight, maintained, and fueled for next day uses
- Vehicle insurance shall cover bumper to bumper during the duration of the lease.
- Vehicle specifications listed below are for a full-size, 12 passenger van/wagon, , gasoline powered, automobile that fully complies with the MoDot Requirements of the State of Missouri.
  - All standard equipment with no deletions.
  - Engine will be gasoline powered
  - Transmission: 4 speed automatic
  - Steering: power
  - Brakes: power disc
  - Air Conditioning: To include factory installed air conditioning, complete tinted glass, and all heavy duty equipment normally required as part of a manufacturer's air conditioning installation.
  - Cruise control
  - Rear window defroster, electric
  - Mirrors: interior rearview (day/night), exterior LH & RH remote
  - Seating: cloth, front buckets with console, rear full width bench
  - Full interior carpeting with floor mats
  - Tires: new all season , steel belted radials (BSW) with standard wheels / covers and a space saver spare
  - Body side molding
  - Multi speed windshield washers with intermittent and washers
  - Tilt steering wheel
  - Power windows
  - Power door locks
  - Air bags: driver and front passenger
  - Color of interior and exterior to be selected at time of order from manufacturer's standard selections

## VEHICLE RELATED

### MAINTENANCE AND MANAGEMENT SERVICES

Vendor will assume oversight responsibility for all scheduled and unscheduled maintenance of leased passenger vehicles.

#### Preventive Maintenance (PM)

- How is the PM schedule determined and documented?
- How would PM exceptions be handled and at what point would FEC be notified?
- Contacts of your company -

#### Maintenance and Repair

- Describe your firm's capabilities for providing 24 / 7 driver's aide with regards to emergency roadside assistance. How do you handle after normal business hour maintenance problems?
- Furnish a description of how your vehicle maintenance procedures work and what types of services are included in your firm's maintenance program:(loaner vehicle service, rental vehicle service, vehicle drop off, driver pick up, etc.).
- Describe your firm's criteria for evaluating suggested repairs, verifying the fairness of pricing, and authorizing unscheduled repairs.
- How do you insure the quality of your program and services?
- The company selected is required to provide the following maintenance and repair related information/reports:
  - Monthly Reports  
Summary cost reports (body repairs, mechanical repairs, glass, car rentals, etc.)
  - Custom Reports as Requested
  - Information Processing  
Accept weekly download of vehicle odometer readings.

## BILLING

1. Describe your firm's billing procedures.
2. Describe your firm's ability to provide tax-exempt billing for FEC.
4. Describe your process of billing FEC on a monthly basis.

## CUSTOMER SERVICE RELATED

1. Explain your company's toll free number for customers to access for emergencies.
2. Explain what hours and days of operation.
3. Describe the service levels regarding:
  - When calls are answered?
  - Response time?

## ACCIDENT/MAINTENANCE SERVICES

Furnish a description of how you firm would manage all administrative details for all accident reports/repairs and subrogation processes including:

1. Towing arrangements
2. Car/van rental arrangements
3. Claims recovery assistance
4. Third party physical damage claims
5. Accident activity reports
6. Third party insurance requirements

VI. Submit two (2) copies of your proposal

### AWARD OF CONTRACT

FEC reserves the right to award one contract or multiple contracts without discussion. Offerors should take this into consideration and provide their best proposal at their most competitive price. Proposals can be submitted for individual elements of this procurement.

### DURATION OF CONTRACT

The contract term with the exception of the Vehicle Leasing element will be for two months from the date of award and include two one (1) month options.

### ADDITIONAL CONTRACT DOCUMENTS

Insurance Requirements.