



mid michigan  
**COMMUNITY**  
*Action*

"Helping People, Changing Lives."

## **Request for Proposal:**

One (1) Mid-Size Sport Utility Vehicle (SUV)

And

One (1) 8 Seat Passenger Van

Organization requesting proposals:

Mid Michigan Community Action  
1574 E. Washington Rd.  
P.O. Box 768  
Farwell, MI 48622

Prepared April 25, 2024

TO: Prospective Vendors

FROM: Jill Sutton, Executive Director  
Mid Michigan Community Action

DATE: April 25, 2024

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RE: Request for Proposals

We invite you to submit written proposals in response to the" Request for Proposals for "One (1) – Mid-Size Sports Utility Vehicle" and "One (1) 8 Seat Passenger Van. A hard copy of the information is attached, or it can be found on our website at [www.mmcaa.org](http://www.mmcaa.org). Please note, the organization is not eligible for state purchasing programs.

If you choose to respond, proposals must be submitted in accordance with the guidelines provided. An **original and one (1) copy** of the complete proposal, as outlined, should be submitted by mail or hand delivered to:

Mid Michigan Community Action  
Attn: Amyee Carson  
RE: Vehicle Bid  
P.O. Box 768  
1574 E. Washington Rd.  
Farwell, MI 48622

If you have any questions, please contact Amyee Carson, Director of Early Head Start\WIC at 989.386.3805 x. 1050or TBD. Thank you in advance for your interest in this opportunity.

Sincerely,

A handwritten signature in purple ink that reads "Jill Sutton". The signature is written in a cursive, flowing style.

Jill Sutton, Executive Director

# **REQUEST FOR PROPOSAL – ONE MID-SIZE SPORTS UTILITY VEHICLE & ONE EIGHT SEAT PASSENGER VAN**

## **1. Requesting Entity**

This Request for Proposal is made by Mid Michigan Community Action, Clare County, Michigan, having its principal office located at 1574 E. Washington Rd., Farwell, MI 48622. All inquiries for clarification in connection with the equipment to be purchased under this Proposal shall be made to the Early Head Start/WIC Director of Mid Michigan Community Action identified below:

Mid Michigan Community Action  
Attn: Amyee Carson  
P.O. Box 768  
1574 E. Washington Rd.  
Farwell, MI 48622  
Tel: 989.386.3805, x. 1050  
Fax: 989.386.3277  
E-mail: [acarson@mmcaa.org](mailto:acarson@mmcaa.org)

## **2. Standard Terminology**

For convenience of reference, the words, terms, and phrases defined below and elsewhere in this document shall have the meanings respectively ascribed to them for all purposes of this Bid, to include the following:

“Vendor” means the prospective vendor, which includes any subcontractor, consultant, firm, offeror, or proposer who submits a bid in connection with this proposal.

“Equipment” means a mid-size sports utility vehicle and eight seat passenger van.

## **3. Purpose of Request**

Mid Michigan Community Action has determined to **purchase one (1) mid-size SUV and one (1) eight seat passenger van.**

## **4. Specifications for both vehicles:**

- Automatic transmission
- Air conditioning
- All-wheel drive
- Keyless entry
- Fuel efficient
- Cruise control
- American made preferred; or high percentage made in America
- Preferred year: new model – 2023-2024
- Preferred availability of vehicle on or before June 30, 2024
- Exterior color preference: white, silver, or blue

## 5. Proposal

All proposals must be accompanied by warranties, and other pertinent product literature. The proposal must be submitted in conformity with, be based upon and be subject to all the terms, conditions, and obligations of the proposed documents. Mid Michigan Community Action reserves the right to waive minor defects or variations from the exact requirements of this proposal. If insufficient information is submitted by any Vendor to properly evaluate and proposal submitted, Mid Michigan Community Action further reserves the right to request such additional information as it may deem necessary.

## 6. Number of Proposals to Submit

Provide at least one (1) original and one (1) copy of the Proposal along with two (2) copies of additional documentation if any. The original, together with each copy, shall be securely bound and submitted as a package clearly identifies on the outside envelope with the words "**Vehicle Proposal.**" Each such submittal shall display the name, address, telephone number, fax number and email address of the Vendor submitting the proposal.

## 7. Closing Date

**Any Proposal submitted shall be received by Mid Michigan Community Action no later than 4:00 PM, May 15, 2024.** Any bid not submitted by the Vendor by this date/time will not be considered and will be returned unopened. The proposals will be opened the following business day, May 16, 2024 and a final decision made promptly.

## 8. Place of Submission

The Bid shall be submitted to the following location:

Mid Michigan Community Action  
Attn: Amyee Carson  
P.O. Box 768  
1574 E. Washington Rd.  
Farwell, MI 48622

## 9. Proposal Guarantee

Any Proposal submitted in response to this request shall be irrevocable for a period of 30 days from the due date of the Proposal and may not be withdrawn by any Vendor during such period. After such period of 30 days, the Proposal may be withdrawn by a Vendor at such Vendor's request if such Vendor's Proposal has not been selected prior to any such request to withdraw.

## 10. Evaluation Criteria

An award shall be made to the lowest responsible Vendor as determined by the sole discretion of Mid Michigan Community Action. In determining the lowest responsible Vendor, Mid Michigan Community Action will consider the following criteria:

- The capacity of the Vendor to perform the work promptly or within the time specified;
- The number and scope of any conditions made a part of the proposal by the Vendor;
- The ability of the Vendor to perform any future maintenance, service, or work for the use of the Program, including guarantees;
- The quality of performance by the Vendor on any previous work performed for the agency, if any;
- The total price for the equipment to be purchased;
- The fuel efficiency proposed for the equipment to be purchased;
- American made product or percentage American made thereof;
- Warranties provided with purchase of equipment;
- Local vendor (i.e., having a place of business which employs at least one permanent employee at a location determined in the following order of priority: (a) Bay, Clare, Gladwin, Mecosta, Midland, Osceola, Muskegon, or Oceana counties; or (b) State of Michigan.