



## RFP for Two (2) New Hybrid Vehicles

**Company Name:** Crowley's Ridge Development Council, Inc. (CRDC)  
**Location:** 2401 Fox Meadow Lane, Jonesboro, AR 72404  
**Mailing Address:** P. O. Box 16720, Jonesboro, AR 72403  
**Contact Name:** Whitney McMillon, Administrative Assistant Coordinator  
**Phone Number:** (870) 802-7100 (ext. 5113)  
**Email:** crdc@crdcnea.com

Crowley's Ridge Development Council is an Arkansas Community Action Agency serving the needs of citizens in Northeast Arkansas. We maintain an on-going commitment to reduce the effects of poverty and to empower individuals, families and communities to meet the challenges of today and the changes of tomorrow.

- **REQUEST FOR PROPOSAL**

Crowley's Ridge Development Council (hereinafter referred to as **CRDC**) issues this Request for Proposal for two (2) new vehicle, specifically:

(2) New Mid-Size Hybrid Sedans or equivalent make and model vehicle.

- **FINANCING AND TERMS OF PURCHASE**

- Vehicles should meet or exceed the specifications stated in Sections IV and V.
- Delivery must be within **15 days** of acceptance of bid.
- Seller will provide CRDC with clear title to the purchased vehicle, with notarized signature of Seller on the vehicles title and/or Sale of Motorized Vehicle paperwork, as required by the State of Arkansas for legal sale of a vehicle.
- Vehicles must have a manufacturer's Certificate of Warranty which will be honored by any of the manufacturer's authorized dealers. This warranty shall be comparable to or better than those offered to the general public. Additionally, the vehicle must have an extended warranty. An informative description of all warranties must be included with the bid.

- Vehicles will be state inspected prior to delivery.
- Center will be responsible for obtaining title transfer and licensing of vehicles purchased.

- **VEHICLES PURCHASE SPECIFICATIONS**

**General Minimum Requirements:**

- **Average MPG:** > 25
- **Passenger:** 5
- **Air Bags:** Driver's side; dual, if available
- **Air Conditioning:** Manufacturer's standard
- **Armrests, Door-Mounted:** Both front doors
- **Auxiliary Power Outlet:** 12 volt
- **Doors:** Four (four) doors, power-locks with all-door locking control at driver's panel
- **Headliner:** Full length
- **Heater and Defroster:** Manufacturer's standard
- **Interior:** Durable washable surface.
- **Floor Mats:** Required. Must cover front and rear seats driver and passenger sides. Non-carpeted floor mats are preferred if available.
- **Luggage Compartment:** 1) The luggage compartment floor shall be covered with a vinyl, rubber, or fiber mat. 2) The luggage compartment shall contain a Jack, Handle, and Lug Wrench.
- **Keys or Fobs:** required 2 full sets of keys or key fobs.
- **Radio:** Manufacturer's standard, AM/FM
- **Seats:** Manufacturer's standard; full width rear seat
- **Side View Mirrors:** Both sides
- **Seat Belts:** 1) with retractors for driver and right front seat passenger; 2) installed for each passenger space to meet or exceed the requirements of FMVSS Nos. 209 and 210.
- **Sun Visor:** Dual
- **Windows:** Power, with all-window lock control at driver's panel
- **Windshield Wipers:** Dual electric 2-speed type with intermittent feature windshield washers

**Chassis:**

- **Automatic Transmission:** Manufacturer's standard
- **Brakes:** ABS, required, Manufacturer's standard, front disc, 2- or 4-wheel (All Series)
- **Bumpers:** Manufacturer's standard front and rear
- **Tires:** Steel-belted radial-type tubeless tires (all tires must be identical) plus must include one spare tire.

## **BID SUBMISSION**

Sealed Bids must be submitted by mail or hand delivered to:

Crowley's Ridge Development  
Council, Inc.  
Attn: Whitney McMillon  
2401 Fox Meadow Lane  
P.O. Box 16720  
Jonesboro, AR  
72403

Phoned or verbal bids will not be accepted or documented. Mailed or delivered bids must be received by CRDC in a sealed envelope with the bidder's name and business name clearly marked on the face of the envelope, including these words: SEALED BID FOR THE PURCHASE OF VEHICLES.

- The contact person may be contacted for procedural verification of bidding process by calling (870) 802-7100 (ext. 5113) or emailing [crdc@crdcnea.com](mailto:crdc@crdcnea.com)
- **DEADLINE:** Bids must be received no later than 4:00 p.m., Friday, **July 30th**, 2021.
- Bids will be opened for review at 2401 Fox Meadow Lane, Jonesboro, AR, beginning at 10:00 a.m., Monday, **August 2nd**, 2021.

- **GENERAL INFORMATION AND REQUIREMENTS**

- The proposal must state a full description of vehicles chosen by respondent for bid. Description must include Make, Model, Year, VIN, Price and the absence or presence of all vehicle requirements/specifications listed in Sections IV and V. A description of the offered warranties for vehicle must be included. If proposed vehicles are not new, the actual mileage of the vehicles must be disclosed along with the other required information.
- The proposal must be submitted by a person or officer who is authorized to submit such proposal on behalf of the responding entity.
- CRDC will not be responsible for any bid that is lost in the mail or not delivered to CRDC by the stated deadline for any reason. No proposal will be accepted after the stated deadline.
- Upon receipt by CRDC, all bids become the property of the CRDC and will not be returned to

the respondent.

- Any changes to a proposal must be made by the respondent **in writing** and must be received by the CRDC prior to the original due date and opening time of the sealed bids.
- Respondent shall not provide gifts or anything of value nor have any business arrangement with any employee, official, or agent of CRDC that might constitute a conflict of interest according to the State and Local Government Codes, as well as CRDC policies and procedures.
- All bids will be kept confidential during the process of negotiation.
- CRDC is wholly committed to equal opportunity for all potential respondents and does not discriminate in its award selection based on race, national origin, religion, age, sex, sexual preference, or handicap status.
- All bids shall be considered effective for **fifteen (15) days** from the date of receipt by the CRDC.
- If any of the provisions in the RFP conflict with applicable laws, rules, regulations, and/or other codes of professional ethics, the latter shall prevail over the provisions of the RFP.
- The center reserves the right to reject all proposals. Responding to this request does not guarantee any bidder of revenue in regards to this Request for Proposal.
- CRDC shall not reimburse any bidder for any expenses incurred to prepare and deliver its response to this request.

- **SCORING AND EVALUATION**

Contracts are awarded based on **best value** considerations.

- All proposals received by the submission deadline will be evaluated and scored by an RFP committee according to price **and** criteria cited.
- CRDC may validate any information in a proposal by using outside sources or materials.
- Proposals that best meet RFP requirements and scoring criteria may be invited to interview with the RFP committee for further evaluation.
- The bidder(s) selected to purchase the vehicles from will be notified by phone or email.