

Northern California Indian Development Council, Inc.
Disaster Assistance Program
Funded by a National Dislocated Workers Grant
REQUEST FOR BIDS

Posted Wednesday April 12, 2017
Responses Due by COB: April 26, 2017

INTRODUCTION:

The Northern California Indian Development Council, Inc. (NCIDC) National Emergency Grant Program is posting this Request For Bids (RFB) for the long term rental (or short term lease) of trucks as described below. A overview of the NCIDC can be found at www.ncidc.org and the program descriptions are located at <http://www.ncidc.org/sdap> and www.ncidc.org/airr. Additional bid information will be posted at <http://ncidc.org/rfb>.

PROGRAM SUMMARY:

The NCIDC operates both a Disaster Assistance Program and an American Indian Rapid Response (AIRR) program serving Reservations, Rancherias, and Indian Communities throughout the State of California. Activities include acting as the “second responder” for the cleanup of declared disasters and emergency(s) within designated areas of Indian Country throughout the State.

SCOPE:

The program is seeking Bids from a qualified agency that can provide trucks to be utilized by staff under an initial eighteen (18) month agreement (rental or lease) to the program, with the NCIDC granted the option to renew the agreement on a monthly or quarterly basis after the initial 18 month period. These vehicles will be utilized primarily within the State of California. We prefer that there should be no mileage limits or other extra incremental charges beyond the monthly payment for the vehicles. If there is a mileage cap or charge, please list it separately, and provide all details on how it is calculated and charged. The NCIDC carries insurance that will cover the vehicles for major collision and comprehensive damage with a \$1000 deductible, however we would like to include “loss damage waiver” coverage that will cover minor dents, scratches, and dings up to a combined value of \$1000 to any vehicle, or a commitment that such damages will be waived by the lessor/renter upon vehicle return.

Specifications:

The NCIDC is requesting bids to initially rent or lease fifteen (15) trucks, with an option to add up to another twenty (20) additional trucks if the project is expanded. All trucks should be “King” or “Extended” cab, and capable of transporting at least 5 individuals. All trucks should be four

wheel drive (4x4). Trucks should include heavy duty floor mats. Truck beds can be regular or long, but should include a bed liner which can be removable or permanent. If the truck beds are not lined, the NCIDC must be given permission to, at NCIDC's sole discretion, add temporary or permanent bed liners, by a reputable shop, and this additional cost will be a factor in the analysis of your bid price. Bidding agencies must certify that they agree that bed liners will stay in place when the vehicles are returned, and further certify that there will be no additional charge to the NCIDC for the removal, repair, or replacement of the added bed liners at the end of the rental or lease period, regardless of damage to the bed liner. Trucks should also be outfitted with ten (10) ply all-terrain tires.

Bidders must indicate if they will provide heavy duty floor mats, bed liners, and ten ply all-terrain tires in their bid. Those bidders not including appropriate floor mats, bed liners, and/or tires on the trucks proposed shall have the cost of installing floor mats, bed liners, and/or ten ply all terrain tires added to their bid price for comparison purposes with other bidders. Bidders not adding mats, bed liners or tires must specifically state that the NCIDC will have permission to add these features to the vehicles rented or leased, under the terms expressed in this RFB, and that there will be no charge related to returning the vehicles with these items installed at the end of the rental/lease term.

BID ELEMENTS:

Contact information.

Name, address, and phone number of the firm.

Form of organization.

Whether respondent is a partnership, corporation, or sole proprietorship, and where it is organized. Please include your firm's Dun and Bradstreet number.

Statement of qualifications.

A narrative or other statement by the firm of their specific qualifications for the proposed project. Please include the number of years in business as a rental or leasing agency. If the bidder is claiming status as a small businesses, Indian-owned and/or Tribal businesses, minority-owned firms, and/or women's business enterprise, documentation of such status should be included.

Availability.

The NCIDC would like to take delivery of the vehicles proposed as soon as possible in May of 2017. Please include a brief statement of the date for guaranteed delivery of the vehicles. Vehicles shall be delivered to various locations throughout California as directed by the NCIDC. Please provide

cost to deliver trucks to Escondido, CA and to Eureka, CA as a separate optional cost item, do not include it in your bid pricing for each truck.

Description of Vehicles.

A description of the make, model, year, approximate mileage, options, and specifications of the vehicles proposed. The bid should indicate if the vehicles are “under warranty” from the car manufacturer (or another source), as well as the term and other specifics of that warranty.

References

Please include any reference information on your firm, including customers and other similar projects that we might contact for a reference.

Financial Requirements

The bid should detail the cost per month per vehicle, and the total one year commitment per vehicle, as well as the total bid price. The term of the lease or rental must be stated as 18 months (1.5 years). The NCIDC should have the right to extend the agreement on a quarterly basis after the initial 18 months. The bid should also indicate if there would be any price changes in the monthly per vehicle rental/lease price for subsequent renewals (or extensions) of the agreement on a quarterly basis, should the NCIDC exercise its option to renew.

PROJECT SCHEDULE:

This is a federally funded disaster recovery project, and as such is subject to the federal allocation and obligation of funds. At current time, based on initial commitments from the Federal and State government, our best projection is that we would be utilizing these vehicles for more than 18 month’s time, but because the funding is obligated to us in stages, we must, in turn, seek rental/lease agreements that do not exceed our current authorized contractual period of 18 months.

All questions regarding the Request for Bids (RFB) should be sent via email to Terry Coltra, Executive Director, at tcoltra@ncidc.org. Responses will be drafted and posted to <http://ncidc.org/rfb> for all bidder’s reference.

Local businesses, small businesses, Indian-owned and/or Tribal businesses, minority-owned firms, and women’s business enterprises are encouraged to submit responses to this RFB. Proper documentation of your status as one of these types of businesses may be included with your Bid. In cases where the lowest bids are within 2% of each other, and where proper documentation was submitted showing the bidders status as either a local business, small business, Indian-owned and/or Tribal business, minority-owned firm, or women’s business enterprise, and when all other bid factors are equivalent, the NCIDC reserves the right to award the bid to one of the above-listed categories of business, even if it is not the lowest bid.

Submittal Deadline:	Regardless of the delivery method chosen by submitting bidder, all bids must be received by Close of Business (COB) April 26, 2017, — Postmarks not accepted.
Minimum Submittal Contents:	Letter of Transmittal; Statement of Qualifications; References; Date of Vehicle Availability; Financial Requirements and description of Vehicles proposed.
Minimum Number of Copies:	Two (2) copies.
Right of Rejection:	The NCIDC reserves the right to reject any and all proposals which in the NCIDC's sole judgement are not considered responsive to this RFB.
Project Contact:	Terry Coltra, Executive Director Northern California Indian Development Council, Inc. 241 F Street Eureka, CA 95501 707-445-8451 (voice) 707-445-8479 (fax) mailto:tcoltra@ncidc.org
Submittal Address:	NCIDC 241 F Street Eureka, CA 95501
Bid Questions:	Questions regarding this RFB should be submitted in writing via email, fax, or U.S. mail to the numbers and/or addresses shown above. Answers to questions posed will be posted in writing to http://ncidc.org/rfb for all potential bidders to read. Please check this URL often to see if there are any responses to questions that will assist you in the development of your bid.