



# Rural CAP

Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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## REQUEST FOR PROPOSAL (RFP)

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Safe Harbor - Minivan

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Prepared By: Darrel Behymer, CPP  
Date: June 7, 2022

# Safe Harbor - MINIVAN RFP

## REQUEST FOR PROPOSAL

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**SUBMISSION DEADLINE:** June 21, 2022 by 4 PM

**QUESTION SUBMISSION DEADLINE:** June 16, 2022 by 12 PM

**PRE BID INSPECTION OF THE FACILITY IS SCHEDULED: NA**

**BID LOCATION: NA**

Questions may be submitted in written form no later than to:

**RFP Contact Name:** Darrel Behymer, CPP

**Contact Address:** RurAL CAP  
731 E. 8<sup>th</sup> AVE.  
Anchorage, AK. 99501

**Telephone Number:** (907) 980 - 0412

**Email Address:** [dbehymer@ruralcap.org](mailto:dbehymer@ruralcap.org)

### INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Procurement Coordinator, Darrel Behymer, CPP, is requesting proposals from qualified licensed auto dealerships to do business in Alaska.

Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract.

Bids must be received via email to [dbehymer@ruralcap.org](mailto:dbehymer@ruralcap.org), by 4:00 PM 06/21/2022. All bids must include the reference on letter or email subject, "Safe Harbor Minivan RFP." Bids received after the deadline specified above will be considered late, and not be scored on. All questions regarding this bid request must be emailed prior to 06/16/2022 at 12 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer.

One (1) copy of your proposal is required for submission to RurAL CAP.

Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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## INDEX

### SECTIONS

1. General Information
2. Rules Governing Competition
3. Specifications
4. Proposal and Submission Requirements:
5. Evaluation and Selection Process

### SECTION 1: GENERAL INFORMATION

Rural Alaska Community Action Program (RurAL CAP) requests that your company make a proposal for a minivan to the Safe Harbor program. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline on cover page.

#### 1.1 Background

Rural Alaska Community Action Program (RurAL CAP) is a non-profit organization, and welcome government discounts/pricing as part of the request. If applies, RurAL CAP is a tax-exempt organization, please see attached. Safe Harbor program is seeking a minivan, to help transport families around town to take care of their needs as they come up. The minivan specifications, will be found under Section 3

#### 1.2 Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

### SECTION 2: RULES GOVERNING COMPETITION

#### 2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

#### 2.2 Confidentiality and Public Information

The content of all bids will be kept confidential until the selection of the successful bid is announced. After contract award all bids will be open for review and will become public information.

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## 2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the Specifications.

## 2.4 Signature Requirements

All bids must be signed.

## 2.5 Bid Submission

Bids shall be e-mailed to [dbehymer@ruralcap.org](mailto:dbehymer@ruralcap.org)

## 2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

## 2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

## 2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

## 2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

## 2.10 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after recommendation of award.

## 2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

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### 2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

### 2.13 License Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License.

## SECTION 3.0: Specifications

### One Minivan

- Sits up to 8 people, will consider 7, if it meets the rest of the specifications stated below.
- AWD
- Automatic transmission
- All Season Tires w/ spare to match tiers
- Air conditioner
- AM/FM Radio
- DVD Player (if available)
- Undercoating
- Warranty Options, please provide price and their coverage to help us select the best option.
  - 1) Basic
  - 2) Powertrain
  - 3) Corrosion Perforation
  - 4) Roadside
  - 5) Restraint Systems
  - 6) Other Warranties your company may offer.
- Keyless Entry w/ Auto Start
- Spare Key
- Auto sliding door
- Back up camera
- Parking Assist
- Safety Sense
- Floormats (driver & Passenger)
- Any color but brown, green or gold.
- Roof Racks

## SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, warranty documents or

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dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

## 4.1 Title Page

Show the bid name (RurAL CAP Safe Harbor Minivan RFP), bidders name, company name if applicable, address, telephone number and date.

## 4.3 Proposed Fees / Costs

Bids must be accompanied by a fee schedule for minivan described under Specifications. The email should clearly state the RFP name and company name.

## SECTION 5.0: EVALUATION & SELECTION PROCESS

### 5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

fee/costs	80 points
Meeting the requirements of the RFP	15 points
Minority and Women Owned Business	5

### 5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

### 5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.