



RurAL CAP

Rural Alaska Community Action Program, Inc.

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REQUEST FOR QUOTE (RFQ)

RurAL CAP-WS-25-Q-24

Rural Village Heating Stoves Project

Prepared By: Darrel Behymer, CPP
Date: 12/11/25

Rural Village Heating Stove Project RFQ
RurAL CAP-WX-25-Q-024

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: December 23rd at 4PM

Questions may be emailed to:

RFQ Contact Name: Mike McAplin

Email Address: mmcalpin@ruralcap.org

Rural Alaska Community Action Program, Inc. (RurAL CAP) Supportive Housing, Expeditor Inventory Control, Mike McAplin, is requesting quotes from qualified retailers that are licensed and Residentially Endorsed to do business in Alaska. Enclosed is pertinent information for use in preparing your quote. This information will be used as a guide in preparing any subsequent contract. Quotes must be received via email to dbehymmer@ruralcap.org by 4:00 PM on December 23rd. All offers must include the reference on email subject, "Rural Village Heating Stove Project RFQ," and addressed to: Darrel Behymer, CPP. Offers received after the deadline specified above will not be accepted. Responses to questions will be sent to all parties who have received quote packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

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

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

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting quotes from qualified retailers with Alaska business license to sell 3 TOYO TOMI Oil and 1 OSBURN wood stove, depending on your location, you will need to be able to ship them out to the villages. More details are found in the scope of work.

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 be submitted by our deadline at 4PM.

Preparation Costs & Fees

RurAL CAP shall not be responsible for quotes preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked offerer and/or award of a contract and/or rejection of offers. By submitting a quote each offerer 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 Offers

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

2.2 Confidentiality Information

The content of all offers will be kept confidential. A letter will be released to each vendor who submitted their quotes if it has been accepted or not after the review committee has completed.

2.3 Proposal Format

Offers are expected to be brief and specifically address the criteria listed under the scope of work.

2.4 Signature Requirements All offers must be signed.

2.5 Quote Submission

RFQ shall be emailed to dbehymmer@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 Offers

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 quote 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 then submit new or modified quotes before the final submission date. Modifications offered on any other matter, oral or written, will not be considered. A final quote 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

Offers received after the RFP deadline will not be considered.

2.11 Rejection of Proposals

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

2.12 Equal Employment Opportunity Reporting Requirements

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

2.13 License Requirement

The successful offerer is required to provide, with the offer, a current Business License (or permit), and other required federal, state, or local licenses (if needed). Please review attached.

SECTION 3.0: SCOPE OF WORK

Work Details
<p>RurAL CAP is seeking vendors with active Alaska business licenses, to provide us with a quote for the list of oil and wood stoves below. Whoever provides us with the best offer, we are seeking to contract with your business to buy these heating stoves over the next year, with an option to extend it for an extra year.</p> <p>If your business is not in Anchorage, please provide a delivery fee to air-cargo services. We will connect with you where these stoves will be going.</p> <p>TOYOTOMI LASER 731 TOYOTOMI LASER 531 TOYOTOMI LASER 301 OSBURN 1700 WOOD STOVE</p>

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 offers be organized in the manner specified. 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 request for quotes name (RFQ), offeror's name, company name if applicable, address, telephone number and date.

4.2 Proposed Cost

Offers must be submitted on Attachment 1: Quote Sheet, for services described under this scope of work. The email must clearly state the RFP name and company name. (if the quote-sheet is too small, please provide your own).

4.3 Provide a copy of your Business License

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

The criteria that will be considered during evaluations is based on best offer.

5.2 Evaluation Process

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

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

5.3 Selection Process

The highest ranked offeror 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 offeror may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any offeror should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all offers submitted.

Rural Village Heating Stoves Project
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Attachment 1

Quote Sheet (Please use your own offer-sheet if the template below is too small and or unable to cover task, details and itemized cost of this project)

Quote	
TOYOTOMI LASER 731	Per Item: _____
TOYOTOMI LASER 531	Per Item: _____
TOYOTOMI LASER 301	Per Item: _____
OSBURN 1700 WOOD STOVE	Pet Item: _____
If needed Delivery fee if outside of Anchorage to an Air Cargo.	Fee: _____

Quotes By:	
Authorized Name:	
Authorized Signature:	
Title:	
Date:	