



Northeast Florida

COMMUNITY

ACTION AGENCY

Eliminating Poverty. Promoting Self-Sufficiency.

www.nfcaa.org

BID ANNOUNCEMENT

NUMBER: 21-02-001

TYPE: One (1) Mid Size Sports Utility Vehicle (SUV)

DATE: February 25, 2021

Dear Sir Madam:

The Northeast Florida Community Action Agency, Inc. (NFCAA), a non-profit Florida Corporation that is tax exempt under Federal and State Laws, is soliciting vendors under this bid announcement to submit a written Bid Response for the **purchase** of one mid-size Sports Utility Vehicle (SUV).

All specifications, requirements and instructions for the proper development of a written Bid Response are attached hereto.

If your company is interested in submitting a written Bid Response to this Bid Announcement, please complete the necessary forms and documents and mail or hand deliver your **Sealed Bid Response** to: Finance Director, Northeast Florida Community Action Agency, Inc., 4070 Boulevard Center Drive, Building 4500, Suite 200, Jacksonville, Florida 32207, to be received by this office no later than **4:00 p.m. local time on March 15, 2021.**

Any Bid Response received after the Close of Bid will be considered invalid and not eligible for consideration. Bid Opening shall take place at 4070 Boulevard Center Drive, Building 4500, Suite 200, Jacksonville, Florida 32207 at **9:00 a.m. local time on March 16, 2021.**

Please do not anticipate bid selection to be made at the time of the Bid Opening. The Vendor awarded the Bid will be notified, along with all other vendors submitting bids once a decision has been made.



BAKER COUNTY • CLAY COUNTY • DUVAL COUNTY • FLAGLER COUNTY
NASSAU COUNTY • PUTNAM COUNTY • ST. JOHNS COUNTY

MAIN OFFICE: 4070 Boulevard Center Drive, 4500 Building, Suite 200, Jacksonville, FL 32207
P.O. Box 52025 (32201) • Telephone (904) 398-7472, Fax (904) 398-7414

Bid Number: 21-02-001
Mid Size Sports Utility Vehicle (SUV)
February 25, 2021

If your company is not interested in responding to this Bid Announcement, please assist us by returning the enclosed **Negative Bid Response Form** indicating your desire not to participate.

PLEASE ONLY RETURN ATTACHMENTS IV and VI, ALONG WITH A BUSINESS CARD, IF SUBMITTING A BID AND ONLY ATTACHMENT V IF SUBMITTING A NEGATIVE BID RESPONSE.

Thanks you for your interest in your Community Action Agency.

Sincerely,



Eric Dale
Finance Director

Attachments: Bid Specifications
 Bid Instructions
 Policies and Procedures for Payment to Vendors
 Minority Business Enterprise Form
 Bid Response
 Negative Bid Response

cc: Kimberly Cobb-Ray



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ATTACHMENT I
BID/LEASE SPECIFICATION
FOR
BID NO: 21-02-001

I. SCOPE

It is the intent of this Agency to purchase through a competitive bid process a Mid-Size Sports Utility Vehicle (SUV), preferably with a Pearl/White exterior and Dark leather interior, which meets all applicable local and state vehicle codes, including the specifications hereinafter described. NFCAA reserves the right to award the bid on the basis of award as specified in Section III below:

II. SPECIFICATIONS

SEE ATTACHMENT VI (Purchase)

Please indicate additional enhancements that are included in the base price.

III. BASIS OF AWARD

The bid will be awarded based on the following criteria **(80% Cost, 15% Minority Business and 5% on earliest delivery date)**.

The Agency shall retain the right to waive any minor informalities or technicalities and reject any or all bids, as in the best interest of the Agency.

IV. BIDDER'S INSTRUCTIONS

The responding bidder is requested to complete and return only **ATTACHMENT VI** of the Bid Proposal form with full specification and the **Minority Business Enterprise Form (IV)**. Should the vendor choose not to bid, it will be appreciated if the **NO BID FORM (V)** be completed and returned to NFCAA.

V. REFERENCES

Provide three (3) references of companies for whom the bidder has provided services and products as specified in the Bid/Lease Announcement.

ATTACHMENT II

VENDOR BID INSTRUCTIONS

I. CONFLICT OF INTEREST

A. Federal law forbids NFCAA from purchasing/renting goods, services, or space from any of the following persons who have a substantial interest in the purchase or rental:

1. A member of NFCAA Board, or Standing Committee of Delegate Agency;
2. An Executive Officer of NFCAA or Delegate Agency
3. Any NFCAA employee whose responsibility includes procurement of goods, services, space or;
4. Anyone who is a member of the immediate family of a NFCAA Board member or employee referred to in paragraphs A, B or C. The following will be considered member of an "immediate family";

Husband	Wife
Father	Father-in-law
Mother	Mother-in-law
Brother	Brother-in-law
Sister	Sister-in-law
Son	Son-in-law
Daughter	Daughter-in-law
Aunt	Uncle

B. **The term "substantial interest: used includes the following:**

1. Any direct or indirect financial interest in the specific sale or rental transaction, including a commission for fee, a share of the proceeds, the prospect of promotion, a profit, or any other form of financial regard; or
2. Any of the following interest in a business which supplies goods, space, or services to NFCAA or its Delegate Agencies:
 - a. Ownership
 - b. Partnership interest or other beneficial interest of 5 ½ % or more;
 - c. Ownership of 5 ½% or more of the stock
 - d. Employment as an Executive Officer; or
 - e. Membership on the Board of Directors or other governing board.

C. **The limitations in Part II of this instruction shall not apply to:**

1. Purchases or rentals of goods, space and services from the same supplier at a total cost of less than \$200 within any eleven (11) month period.
2. Within the community served by the program, or within a radius of 50 miles, whichever is larger.
3. Purchases or rentals of goods, space, or services from the lowest bidder in accordance with rules for advertised competitive bidding under seal;

4. Purchases or rentals of standardized goods at the lowest price offered after all local suppliers in the community served by the program have been contacted for quotations, and
5. Purchases of services or rentals of goods or space from public or private nonprofit organizations at cost or at general rates previously established by those organizations.

II. PROHIBITION AGAINST ACCEPTANCE OF GIFTS AND GRATUITIES

Federal law forbids all NFCAA employees, delegate agencies, members of employee's immediate family and members of the board or policy-making body of NFCAA from accepting gifts, money and gratuities:

- A. From persons receiving benefits or services under any program funded by financially assisted by NFCAA
- B. From persons receiving benefits or services under contract; or
- C. From anyone who are otherwise in a position to benefit from the actions of any employees or board member.

III. BIDDING PROCEDURES AND SELECTION

A. Preparation for Response

The bidder must carefully read and follow all instructions as set forth in Attachment I of the Bidder's Bid Announcement. All answers and/or quotations provided by the Bidder must be in writing and signed, pursuant to said instructions. Bidders desiring to submit an ALTERNATE BID RESPONSE in lieu of bid specification given in ATTACHMENT I, may do so under separate cover. The bidder must understand, however, that said ALTERNATE Bid Response can only be considered by NFCAA if all other participating Bidders fail to comply with bid specifications (ATTACHMENT I).

B. Submission of Bid

All written responses must be sealed in an envelope, stamped with the words "Sealed Bid Do Not Open" and mailed first class or hand delivered to:

Finance Director
4070 Blvd Center Drive
Building 4500, Suite 200
Jacksonville, Florida 32207

Existing NFCAA policies does not permit a bid to be received by NFCAA personnel "opened".

C. Closing Date

Bid responses received after the specified closing date Monday, March 16, 2021 at 4:00 P.M. shall be invalid and not eligible.

D. Bid Specification Amendments

Any changes to the original bid specification issued in this NFCAA Bid Announcement must be done through a written bid specification amendment, mailed or hand delivered to all Bidders before the close of Bid.

E. Bid Opening

All sealed bid responses shall be opened in the presence of not less than two members of NFCAA's staff Bid Awards Committee on the date, time and location specified in the letter of Bid Request. All Bidders and the general public may be present for the bid opening.

F. Bid Award

Bids to be awarded shall be done by majority vote of NFCAA's Staff Bid Awards Committee in accordance with NFCAA's Purchasing Policies. NFCAA shall have the right to select, disregard, or modify any bid pursuant to published specifications, so long as the selection made is the best interest of the Agency. All participating Bidders shall be notified in writing fifteen (15) days after the award of the bid.

G. Bid Appeal

All complaints, grievances, or appeals relevant to the selection of a NFCAA Bid must be presented in writing to NFCAA's Finance Director, 4070 Boulevard Center Drive, Building 4500, Suite 200, Jacksonville, Florida 32207, no later than ten (10) days after Bid Selection. NFCAA shall respond within five (5) days after receipt of a notice for appeal. All complaints, grievances, or appeals will be forwarded to NFCAA's Executive Director for consideration and response.

**ATTACHMENT III
POLICIES AND PROCEDURES
FOR PAYMENT OF VENDORS**

I. PURCHASE FROM VENDOR

All requests authorizing NFCAA personnel to purchase services, repairs, property, or supplies from vendors must be on an Agency Purchase Order pursuant to established policies and procedures. Vendors should not execute or honor any request to purchase property or supplies unless they have received a completed and approved Agency Purchase Order, unless under current contract provisions.

II. CONDITIONS FOR PAYMENT TO VENDORS

- a. **Invoices**: All payments to vendor shall be made strictly from an approved, original vendor invoice which:
1. Correspond to all prices and quantities of items listed on Agency Purchase Order;
 2. Clearly defines item unit and total costs; and
 3. Indicated NFCAA Purchase Order Number, unless currently under contractual provisions.
- b. **Payment**: Upon receipt of the above defined vendor invoice and corresponding Agency Receiving Report, with a NFCAA Employee's Signature affixed thereto, NFCAA Finance Department shall remit payment by check no later than 30 calendar days after acceptance of material and/or service a and/or receipt of invoice, which ever comes later, or other date as agreed upon.

III. MAIL OR DELIVERY ADDRESS FOR ALL VENDOR INVOICES

All approved, original vendor invoices or other notices pertinent to Agency financial business should be addressed and mailed, via first class to:

NFCAA Finance Department
Post Office Box 52025
Jacksonville, Florida 32201

Or Hand Delivered to:

NFCAA Finance Department
4070 Boulevard Center Drive,
Building 4500, Suite 200
Jacksonville, Florida 32207

ATTACHMENT IV

NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.

REQUEST FOR BID

21-02-001

MINORITY BUSINESS ENTERPRISE

The **Bidder** represents that their company () is, () is not, a Minority Business Enterprise, Small Business or Women-Owned Business. A minority business enterprise is defined as a “business, at least 50 % of which is owned by minority group of members or in case of publicly owned business, at least 51% percent of the stock of which is owned by minority group members.”

BIDDERS’S SIGNATURE

DATE

MINORITY STATUS CATEGORY

Please enclose this form along with the submission of your Bid/Lease forms.

ATTACHMENT V

REQUEST FOR BID

21-02-001

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.
4070 BOULEVARD CENTER DRIVE, SUITE #200
JACKSONVILLE, FLORIDA 32207**

NEGATIVE BID RESPONSE

- _____ I do not wish to bid on the item requested.
- _____ Please omit me from your mailing list.
- _____ Please do not omit me from your mailing list.

Signature

Date

Title

Company

Address

**COMPLETE, SIGN AND RETURN THIS FORM, ONLY IF YOUR COMPANY DOES NOT INTEND TO
SUBMIT A RESPONSE TO THIS REQUEST FOR BID/LEASE.**

**ATTACHMENT VI
PURCHASE BID RESPONSE FORM
MID SIZE SPORTS UTILITY VEHICLE (SUV)
BID NO: 21-02-001**

Vehicle Type (Make/Model Year): _____

Purchase Price \$ _____ Delivery Date: _____

Vehicle Tag Cost: \$ _____ Vehicle Title Cost: \$ _____

Warranty Options: 3 Years/36 Months \$ _____

 5 Years/60 Months \$ _____

 10 Years/120 Months \$ _____

Please Check Available Features (v)

- Pearl/White Exterior
- Dark Leather Interior
- Four-Door (5 passenger seating)
- V6 Engine
- Automatic Transmission
- ABS Brakes
- Air Conditioning /Heating
- Power Adjustable and folding Exterior Mirrors
- Rear View Mirror
- Driver and Passenger side Airbags (Dual Stage Frontal and Side Impact)
- Cruise Control
- Rear Window Defogger
- Power Locks and Windows
- Dark Leather Seats
- Theft Deterrent System
- Automatic Headlights and Daytime Running Lamps
- Driver multi-adjustable power seat
- Navigational System
- Bluetooth
- Keyless Entry
- Rear View Camera
- Floor Mats

Purchase Bid Response Form
Bid No. 21-02-001

Additional Enhancements:

1. _____
2. _____
3. _____
4. _____

Photograph/Brochure of Vehicle: _____ Yes _____ No

Delivery Date: _____

References:

1. _____
2. _____
3. _____

This is to certify that the undersigned is an authorized company representative and that the prices quoted will remain unchanged during the course of any resultant Goods and Services Purchasing Agreement. The vendor agrees to and will abide by all regulations governing bid and purchasing procedures.

Bidder's Name (Print): _____

Signature Date

Company Name

Company Address

Company Telephone Number: _____