



**Rhode Island Housing**  
working together to bring you home

## **Request for Proposals Vehicle Procurement**

### **INTRODUCTION**

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified motor vehicle dealerships to provide pricing for one (1) 2015 utility van.

Rhode Island Housing will accept proposals for vehicles of any manufacture. An example of the style of vehicle being sought is included in Attachment A. Only properly executed proposals submitted on the forms furnished herein will be accepted. Rhode Island Housing may reject any proposals if in its sole opinion the proposed alternative does not meet its expectations.

### **INSTRUCTIONS**

One (1) original and two (2) copies of the proposal must be submitted. Rhode Island Housing will receive proposals at our offices located at 44 Washington St., Providence, RI, 02903, until Friday, **August 28, 2015 at 3:00 p.m.**

Each proposal shall be submitted in a sealed envelope. Addressed to the Guy V. Pirolli, and plainly marked on the outside of the Envelope: **“Proposal for Vehicle Procurement”**. The envelope shall show the name and address of the Bidder. If mailed to Rhode Island Housing, the bid envelope should be addressed to 44 Washington Street, Providence, RI 02903. Date of receipt shall govern, not the postmarked date. **No email bids will be accepted.**

Bidders are advised that all submissions (including those not selected) may be made available to the public on request upon completion of the process and award of a contract. Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

Rhode Island Housing reserves the right to reject any or all bids, to waive any informality, to accept any bid deemed to be responsive in the best interest of Rhode Island Housing, and reserves the right to re-advertise for new proposals.

Irrevocability of Proposals:

By submission of a clear and detailed written notice, the Bidder may amend or withdraw its proposal prior to the bid date and time. Upon said closing date and time, all proposals

become irrevocable. By submission of a proposal, the Bidder agrees that should its proposal be successful, the Proponent will enter into a contract with Rhode Island Housing.

**Late proposals will not be accepted and will be returned to the proponent.**

## **VEHICLE FEATURES**

Attachment A sets forth the vehicle needs of Rhode Island Housing. Please specify your proposal in the spaces indicated and return a copy of Exhibit A with your proposal.

## **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

### **A. General Firm Information\_**

1. Provide a brief description of your firm, including, but not limited to the following:
  - a. Name of the principal(s) of the firm;
  - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal;
  - c. Location of Dealership and distance from Providence
  - d. Address of all offices of the firm;
  - e. Number of employees of the firm;

### **B. Experience and Resources**

1. Describe your firm, the primary business of the firm, length of time in business and its capabilities.
2. Provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have sold similar vehicles.

### **C. Pricing**

The price for the vehicle and any related mandatory equipment and/or equipment options required should be provided in Attachment B.

### **D. Certifications – See Submittal Form - Attachment C**

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State

Vendors. This law requires State Vendors entering into contracts to provide services to an Rhode Island Housing such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive Rhode Island Housing enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative Rhode Island Housing, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial Rhode Island Housing, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Guy Pirolli email [gpirolli@rhodeislandhousing.org](mailto:gpirolli@rhodeislandhousing.org) seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after August 28, 2015, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors

### **GENERAL TERMS AND CONDITIONS**

1. Proposals are irrevocable after the deadline for submission, and may not be withdrawn except with the express permission of Rhode Island Housing. All vehicle pricing will be considered firm and fixed unless otherwise indicated.
2. After an award has been made, failure to meet all requirements of this RFP may result in a determination of default and a withdrawal of the award.
3. The Bidder warrants, by submission of a proposal in response to this RFP, that he or she (or his or her firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.

### **EVALUATION AND SELECTION**

A selection committee consisting of Rhode Island Housing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Proposed cost of Vehicle
- Equipment included with the vehicle, which at a minimum must include all required equipment stated in Attachment B
- Warranty: Items Covered, Length of Warranty and General Terms & Conditions
- Vehicle availability and delivery date
- Location of dealership in proximity to Rhode Island Housing offices
- Dealership experience in all facets of maintenance for selected vehicle
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Vehicle specifications, safety and reliability ratings as reported by independent product review organizations

- Recommendations by references
- Other pertinent information submitted.

In its sole discretion, Rhode Island Housing may negotiate with one or more dealerships who have submitted proposals should it warrant more detailed proposals on specific vehicles proposed.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake any vehicle purchase. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended any part of the RFP and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

**For additional information on content of the RFP or clarification of terms, etc., contact: Guy V. Pirolli, at [gpirolli@rhodeislandhousing.org](mailto:gpirolli@rhodeislandhousing.org) or via telephone at 401.457.1290, by August 27, 2015.**

**Attachment A**  
**Required Vehicle Features**

1. All vehicle quotes and specifications should be based on model year 2015 vehicle.
2. The following equipment and options are required at a minimum:

V6 or V8 engine	Two (2) seat cab
Center Console Storage	Charging port for USB cables
Cloth upholstery	Heat & Air Conditioning
Front and side air bags	Dual Zone electronic temperature controls
Radio (am/fm, CD)	GPS/Navigation system
Backup Notification & Camera System	Remote start and keyless entry
Power remote rear doors/gate	Automatic Transmission
Power Seats	Floor mats
Power points front and rear	Power locks, mirrors, windows
Windows in rear doors	

3. In addition please indicate the sizes of the various components listed below for the vehicle you are proposing:

- Overall length of vehicle *NTE 225 inches* \_\_\_\_\_
- Overall cab height (curb) *NTE 80 inches* \_\_\_\_\_
- Height loaded *NTE 25 inches* \_\_\_\_\_
- Overall cab width *NTE 85 inches* \_\_\_\_\_
- Wheelbase *NTE 140 inches* \_\_\_\_\_
- Rear of cab to end of frame *NTE 130 inches* \_\_\_\_\_
- Noted fuel economy for city \_\_\_\_\_
- Noted fuel economy for highway \_\_\_\_\_

4. Explain any additional features you would like to point out that are included in your vehicle pricing to be used for comparison to other vehicles submitted:

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**Attachment B**  
**Price Form**

This sheet is intended to summarize the financial calculations for the new vehicle as well as the trade-in credit as part of this purchase:

Vehicle Make	_____
Model	_____
Dealer Invoice Price	\$ _____
MSRP	\$ _____
Optional Equipment Charges <i>(If different than requested equipment)</i>	\$ _____
Additional Fees and charges	\$ _____
New Vehicle Purchase Total	\$ _____
<b>Tax (N/A – Sales Tax Exempt)</b>	\$ _____
Grand Total Due	\$ _____
Earliest date for delivery:	_____

**Attachment C**  
**Certification Checklist**

1. Has your firm (or you) been subject to criminal conviction by the State of Rhode Island, or any other jurisdiction? Yes [  ] No [  ]
  
2. Has any contract with your firm been terminated for cause? Yes [  ] No [  ]
  
2. Has your firm ever withdrawn from a contract during its performance? Yes [  ] No [  ]
  
4. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State vendors. This law requires any state vendor who enters into a contract to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

Have you or your firm (and any related parties as defined in the law), within 24 months preceding the date of this contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Yes [  ] No [  ]

If yes have you or your firm, filed an affidavit with the State Board of Elections concerning reportable political contributions. Yes [  ] No [  ]

5. Does any Rhode Island "Major State Decision-maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business? Yes [  ] No [  ]

For purposes of this question, "Major state decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive

or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator,

If your answer is "Yes", please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

If you have answered "Yes" to any of the foregoing, please explain the circumstances below:

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**Dealer Declaration**

I \_\_\_\_\_ certify that I have reviewed the terms of this Request for Proposal and agree to abide by its requirements. I confirm that my proposal is a valid and true proposal and that I am duly licensed as required under the laws of the State of Rhode Island and/or municipality in which I conduct business to conduct business as a car dealer. I warrant and affirm that can satisfy all claims made within my proposal to Rhode Island Housing.

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Date

Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Failure to submit this document or incomplete submission may result in the proposal/offer being determined to be non-responsive.**