



REQUEST FOR QUOTATION

One Weatherization Services Cargo Van (2 seats)

Spectrum Community Services, Inc.

2621 Barrington Court, Hayward, CA 94545

Mark Smith

msmith@spectrumcs.org

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I. Introduction

I.1. Purpose of this Request for Quotation

Spectrum Community Services, Inc. is soliciting quotations for vehicle.

I.2. Background

Spectrum Community Services, Inc. (SCS) is a non-profit organization that operates/administers a weatherization program in Alameda County. The Low-Income Home Energy Assistance Program (LIHEAP) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The Program prioritizes services to the elderly, people with disabilities, and families with children. SCS' professionally trained Weatherization crews use computerized energy audits and advanced diagnostic equipment to determine the most cost-effective measures appropriate for each home. Typical measures may include: installing insulation; sealing ducts; tuning and repairing heating and cooling systems; mitigating air infiltration; and reducing electric base load consumption.

I.3. Major Objections of Request for Quotation

The Major objectives of the solicitation are to:

- 1) Identify vendors and/or contractors that will provide Weatherization materials/services for the SCS.
- 2) To insure that all materials and/or services meet SCS' requirements.
- 3) To insure that all materials and/or services are provided in the timeframe established by SCS.

I.4. Oversight and Management

I.4.1. Oversight

Oversight of the Agreement will be exercised by the Energy Program Manager.

I.4.2. Liaison

Liaison, Mark Smith, will serve as the contact point for the vendor/contractor. The liaison will coordinate the services and serve as the communication link between SCS and the vendor/contractor.

I.5. Type of Agreement and Payment Schedule

This agreement will be on a fixed price basis depending upon the material and/or service being purchased. Payments will be made after completion of work and/or delivery of services, inspection, and acceptance by SCS.

I.6. Procurement Schedule Key Dates

Following are the estimated key dates in the schedule for this procurement:

Request for Quotation Issued	10/19/2018
Bidders Conference call	10/22/2018
Modification to Request for Quotations, if applicable	10/23/2018
Quotations due	10/24/2018
Quotations Evaluations	10/25/2018
Agreements(s) Signed	Upon approval by CSD

SCS reserves the right to proceed under a modified version of this schedule.

II. Spectrum Community Services, Inc. Quotations Requirements

II.1. Inquiries

All inquiries concerning this Request for Quotations (RFQ) will be submitted in writing and addressed to:

Mark Smith

msmith@spectrumcs.org

Spectrum Community Services, Inc.

2621 Barrington Court, Hayward, CA 94545

During the procurement process, prospective Offerors shall contact only the individual named above.

In no case shall oral communications take precedence over written communications. Only written communications shall be binding on the RFQ.

SCS assumes no responsibility for representations concerning conditions made by its Officers or Staff prior to the execution of an agreement, unless such representations are specifically incorporated into the RFQ by subsequent official written Addendum(s). Oral conversations pertaining to modifications or clarifications of the RFQ shall not be considered part of the RFQ unless confirmed in writing by official written Addendum(s).

II.2. Bidders Conference Call

A Bidders Conference Call will be held by SCS on 10/22/2018 at 2:00pm on the conference call phone# 515-603-3144 access code 519606 all questions for the RFQ will be addressed at the Bidders Conference Call.

II.3. Date, Time and Place to Submit Quotations

One copy labeled "Weatherization RFQ" shall be provided and addressed to:

Mark Smith

Spectrum Community Services, Inc.

2621 Barrington Court, Hayward CA 94545

Quotations shall be accepted until 5:00 p.m. PST, on October 24, 2018. Quotations shall be accepted in person, by courier service, fax, e mail or the US Mail.

It is the sole responsibility of prospective offerors to take notice of the date and time that quotations are due, and to ensure their submittals are received prior to the due date and time. Late quotations shall not be accepted.

II.4. Quotations Submission

SCS' Information/Application Form must be current and on file with SCS or submitted with Quotation. The format for the quotations specified in each of the Attached Specifications and Pricing Quotes. All information provided in response to this RFQ is subject to verification. Misleading and/or inaccurate information shall be grounds for disqualification at any stage in the procurement process.

The quotations package consisting of the signed quotations containing all required information, shall be SEALED, clearly labeled with the following information and delivered on or before the quotations due date/time to:

Contact Name: Mark Smith
Address: 2621 Barrington Court, Hayward CA 94545
Request for Quotations: 1 Crew Weatherization Services Vehicles (2 person)
Quotations Due Date/Time: 10/24/2018
Location: 2621 Barrington Court, Hayward CA 94545

Submission of a signed quotation(s) is acknowledgment and acceptance of all terms and conditions of the solicitation. SCS reserves the right to reject all quotations.

II.5. Quotations Opening

Quotations shall be opened at the time and place designated on the cover page of this document. The name of each Offeror shall be read at that time. Prices will not be published. Quotations are not subject to public inspection.

II.6. Minimum Offeror Qualifications

The Offeror shall have a minimum of 1 year experience.

II.7. Integrity of Quotations

By signing a quotation(s), an Offeror affirms that s/he has not given any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a Spectrum Community Services, Inc. member in connection with the submitted quotations. Failure to sign the quotations, or signing it with a false statement, shall void the submitted quotations or any resulting agreements, and the Offeror shall be removed from all supplier/contractor lists.

II.8. Quote Applicability

Offeror must substantially conform to the terms, conditions, specifications and other requirements found with the text of the Specifications and Pricing Quotes. All previous agreements or other documents, which have been executed between the Offeror and SCS are not applicable to this Request for Quotations or any resultant agreement.

II.9. Licenses

Offerors shall maintain in status all Federal, state, and local licenses and permits required for the operation of business conducted by the Offeror.

II.10. Preferences

Preference will be given to each of the following:

- Minority firms;
- Women Business Enterprises; and
- Labor Surplus Area Firms.

II.11. Economy of Presentation

Quotations must address the specific RFQ requirements. All items requested by the RFQ shall be answered clearly and concisely. Additional promotional materials not responsive to a specific requirement shall not be included in the quotations response package.

II.12. Costs for Preparation of Quotations

No payments shall be made to cover costs incurred by any Offeror in the preparation or submission of the quotations, nor any other associated costs.

II.13. RFQ Modifications

SCS shall prepare written Modifications(s) if needed. All modifications to this RFQ shall be prepared by SCS and formally issued to all holders on record of RFQ documents. Addenda shall be issued not later than the date specified in the schedule. Written addenda shall serve to amend the RFQ documents accordingly.

II.14. Certification of Independent Price Determination

By submission of a response to this RFQ, the Offeror certifies that in connection with this procurement:

- 1) Prices in the quotations have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competitor.

Each person signing the quotations certifies either that:

- A. He or she is the person in the Offeror's organization responsible for the decision as to any prices being offered herein, and that he or she has not participated in, and shall not participate in, any action contrary to the requirements of this document.
- B. 2. He or she is not the person in the Offeror's organization responsible for the decision as to any prices being offered herein, but that he or she has been authorized to act as agent for the persons responsible for such decision. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this document.

Any offer made in the submitted quotations, and any clarifications to the quotations shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in an agreement.

II.15. Quotations Evaluation and Award(s)

All quotations submitted shall be evaluated in accordance with SCS' criteria.

At its option, SCS may accept an RFQ quotations package as written by issuing an agreement that refers to this RFQ document and the RFQ response package as written. Because SCS may use this option, the Offeror shall include its written RFQ response package, all requirements, terms or conditions it may have, and shall not assume an opportunity will exist to add such matters after the RFQ response package has been submitted.

II.16. Miscellaneous

SCS reserves the right to accept or reject any part of any quotations, and to accept or reject any or all quotations without penalty. SCS reserves the right to waive minor deficiencies and informalities if, in the judgment of SCS, the best interests of SCS shall be served.

III. Agency/Company Agreement

TBD

IV. Quotations Content and Format

The specifications and pricing format is attached.

V. Quotations Evaluation

SCS will evaluate this RFQ and determine the best offer(s). Quotations must meet all the mandatory criteria in order for the quotations to be evaluated. Quotations that are incomplete or contain significant inconsistencies or inaccuracies may be rejected by SCS without further discussion.