



# REQUEST FOR PROPOSAL

Senior Nutrition Program - One Compact Cargo Van

**Spectrum Community Services, Inc.**

2621 Barrington Court, Hayward, CA 94545

Amber Webb

[AWebb@SpectrumCS.org](mailto:AWebb@SpectrumCS.org)

510-876-8815

## Table of Contents

I. Introduction	2
A. Purpose of this Request for Proposal	2
B. Background	2
C. Major Objectives of Request for Proposal	2
D. Oversight and Management	2
1. Oversight	2
2. Liaison	2
E. Type of Agreement and Payment Schedule	2
F. Procurement Schedule Key Dates	2
II. Specifications	3
III. Spectrum Community Services, Inc. Proposal Requirements	4
A. Inquiries	4
B. Intention to Bid	4
C. Date, Time and Place to Submit Proposal	4
D. Proposal Opening	5
E. Integrity of Proposal	5
F. Costs for Preparation of Proposal	5
G. RFP Modification	5
H. Miscellaneous	5
IV. Proposal Evaluation and Award	5
Attachment A	
Attachment B	

## I. Introduction

### A. Purpose of this Request for Proposal

Spectrum Community Services, Inc. is soliciting a proposal for one compact cargo vehicle.

### B. Background

Spectrum Community Services, Inc. (Spectrum) is a non-profit organization that prepares, delivers and serves meals to seniors throughout Alameda County.

*Spectrum Community Services, Inc.  
2621 Barrington Court, Hayward, CA 94545*

### C. Major Objective of Request for Proposal

The objective of the solicitation is to receive one compact cargo van that meets our food delivery and driver safety requirements.

### D. Oversight and Management

#### 1. Oversight

Oversight of the agreement will be exercised by the Executive Director, Lara Calvert.

#### 2. Liaison

Liaison, Amber Webb, will serve as the contact point for the vendor. The liaison will coordinate the services and serve as the communication link between Spectrum and the vendor.

### E. Type of Agreement and Payment Schedule

This agreement will be on a fixed price basis. Payment will be made upon delivery of vehicles, inspection, and acceptance by Spectrum.

### F. Procurement Schedule Key Dates

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

Request for Proposal Issued.....	May 23, 2023
Modification to Request for Proposal, if applicable.....	May 24, 2023
Proposals due and opened .....	May 25, 2023
Bidders will be informed of results.....	May 25, 2023

If no bidder is chosen or no bids received by the due date, this RFP will remain open until filled or December 30, 2023 whichever comes first. Spectrum reserves the right to proceed under a modified version of this schedule.

## II. Specifications

New vehicles are preferred, previous year models or previously owned vehicles are acceptable.

**If Previously Owned it must fit the following criteria:**

- Under 45,000 miles
- No damage or prior collisions
- Model year of 2018 or newer

### **Dimensions of one Compact Cargo Van**

- Overall length between 170in-205in
- Overall height between 70in-76in

### **Physical Features**

- Two rear doors preferably with glass window

### **Interior Space**

- Two seats (driver and single passenger)
- Glove Box
- USB Plug
- A/C - Heating

### **Cargo Area**

- Diamond patterned barrier between seats and cargo area without a door
- Built in cargo tie down hooks and holes on the wall for straps
- Heavy Duty floor liner

### **Safety Features**

- Power door locks
- Back up camera
- Back up alarm indicator
- Blind spot indicator
- Lane assist
- All speed traction control
- Electric powered side mirrors
- Bluetooth pairing
- Pre-collision assist braking
- Collision warning sensor
- High visibility for driver
- Ease of maneuverability

### **Fuel Economy and Power**

- Fuel efficient
- Rear wheel drive

### **Details to disclose (Attachment A&B)**

Miles per gallon (EPA)

Fuel type required

Engine type

Cargo capacity & maximum payload

Percentage of vehicle that is North American made

Service and maintenance options and prices

Delivery date

### **III. Spectrum Community Services, Inc. Proposal Requirements**

#### **A. Inquiries**

All inquiries concerning this Request for Proposal (RFP) will be submitted in writing by email and addressed to:

Amber Webb  
AWebb@SpectrumCS.org

In no case shall oral communications take precedence over written communications. Only written communications shall be binding on the RFP. Oral conversations pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing by official written Addendum(s).

#### **B. Intention to Bid**

If Offeror intends to bid, an email must be sent letting Spectrum know that there is an intention to send a proposal. By doing so we can inform you of any changes or modifications needed.

#### **C. Date, Time and Place to Submit Proposal**

The proposal package consisting of the signed proposal containing all required information, shall be clearly labeled with the following information and delivered on or before the proposal due date.

Labeled: Senior Meals Van RFP  
Contact Name: Amber Webb  
AWebb@SpectrumCS.org  
Proposal Due Date/Time: May 25, 2023 by 3:30 pm

Proposals shall be accepted by email. Late proposals shall not be accepted.

Complete and submit Attachment A. All information provided in response to this RFP is subject to verification.

Misleading and/or inaccurate information shall be grounds for disqualification at any stage in the procurement process.

Submission of signed proposal is acknowledgment and acceptance of all terms and conditions of the solicitation. Spectrum reserves the right to reject all proposals.

#### **D. Proposal Opening - Will be Private**

Proposals shall be opened by two or more Spectrum employees. If no acceptable bid is received by May 25, 2023. Future bids will be opened on a rolling basis when received.

#### **E. Integrity of Proposal**

By signing a proposal, an Offeror affirms that they have 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 proposal. Failure to sign the

proposal, or signing it with a false statement, shall void the submitted proposal or any resulting agreements, and the Offeror shall be removed from all supplier/contractor lists.

#### **F. Costs for Preparation of Proposal**

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.

#### **G. RFP Modifications**

Spectrum reserves the right to make changes to this RFP. Spectrum shall prepare written modification(s) if needed, to be sent by email.

#### **H. Miscellaneous**

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

### **IV. Proposal Evaluation and Award**

Spectrum will evaluate this RFP response package and determine the best offer(s). Proposals must meet all the mandatory criteria in order for the proposal to be evaluated. Proposals that are incomplete or contain significant inconsistencies or inaccuracies may be rejected by Spectrum without further discussion.

**ATTACHMENT A**

**Proposed Budget for EACH van**

<b>VENDOR NAME:</b>				
<b>VENDOR ADDRESS:</b>				
<b>CONTACT PERSON:</b>				
<b>CONTACT EMAIL:</b>				
<b>CONTACT PHONE</b>				
<b>DIRECT EXPENSE ITEMS</b>				
<b>BASE PRICE:</b>	<b>EXTRAS:</b>	<b>TAXES:</b>	<b>DELIVERY FEE:</b>	<b>ANY ADDITIONAL FEES:</b>
<b>COMPLETE TOTAL:</b>				

**Details to disclose**

Delivery Date:

Miles per gallon (EPA):

Fuel type required:

Engine type:

Cargo capacity:

Maximum payload:

Percentage of vehicle that is North American made:

Service and maintenance options and prices:

**ATTACHMENT B**

<b>Make</b>	
<b>Model</b>	
<b>New or Pre-owned (include Mileage)</b>	
<b>Vin Number</b>	

**For below items answer with YES, NO, OR ADD ON**

<b>Rear Windows</b>	
<b>Divider separating cab and cargo area</b>	
<b>Power Door Locks</b>	
<b>Back Up Camera</b>	
<b>Back Up Alarm Indicator</b>	
<b>Blind Spot Indicator</b>	
<b>Electric Powered Side Mirrors</b>	
<b>Bluetooth Pairing</b>	
<b>Pre-Collision Assist Braking</b>	
<b>Collision Warning Sensor</b>	
<b>Glove Box</b>	