



REQUEST FOR QUOTE

Senior Nutrition Programs - Compact Cargo Van

Spectrum Community Services, Inc.

2621 Barrington Court, Hayward, CA 94545

Becky Bruno

BBruno@SpectrumCS.org

510-876-8807

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I. Introduction

A. Purpose of this Request for Quote

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

B. Background

Spectrum Community Services, Inc. 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 Quote

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 Senior Services Project Coordinator, Becky Bruno.

2. Liaison

Becky Bruno, 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. Payments 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 Quote Issued.....	
Modification to Request for Quote, if applicable.....	
4/02/2024	
Quotes due and evaluated	6 PM on
4/04/2024	
Successful bidder will be	
informed.....	4/04/2024

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 Compact Cargo Van

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

Physical Features

- Two rear doors preferably with glass window
- Exterior color: White

Interior Space

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

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
- V6 or V8 Engine - no intent for towing
- 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. Quote Requirements

A. Inquiries

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

Becky Bruno
BBruno@SpectrumCS.org

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

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 Quote

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 RFQ
Contact Name: Becky Bruno
BBruno@SpectrumCS.org
Quote Due Date/Time: 4/4/2024 by 6PM

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

Complete and submit Attachment A and Attachment B. 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.

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. Quote Evaluation - Will be Private

Quotes will be reviewed upon receipt.

E. Integrity of Quote

By signing a proposal, 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 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 Quote

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. RFQ Modifications

Spectrum reserves the right to make changes. 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. Quote Evaluation and Award

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

ATTACHMENT A

Proposed Budget

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

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

Include Attachment B

Make	
Model	
New or Pre-owned (include Mileage)	

For below items answer with YES, NO, OR ADD ON* (if add on, provide quote)

Divider separating cab and cargo area	
Power Door Locks	
Back Up Camera	
Back Up Alarm Indicator	
Blind Spot Indicator	
Electric Powered Side Mirrors	
Bluetooth Pairing	
Pre-Collision Assist Braking	
Collision Warning Sensor	
Glove Box	
Removable Floor Mats in cab	
Exterior Color: White	