

GLEAMNS HUMAN RESOURCES COMMISSION

September 15, 2009

REQUEST FOR SEALED PROPOSALS MINIVAN FOR CSBG PROGRAM

COUNTIES SERVED TYPE OF CONTRACT PRICING – Firm-Fixed Price

Abbeville P10-01-09
Anderson GLEAMNS Human Resources Commission, heretofore known as GLEAMNS
Edgefield HRC, a non-profit, community action agency, seeks sealed proposals to
Fairfield purchase one minivan for the Community Service Block Grant Program,
Greenwood heretofore known as CSBG.
Laurens
Lexington
McCormick
Newberry
Oconee
Pickens
Richland
Saluda

CONTACT INFORMATION

Direct all inquiries of this solicitation to Charles Vaughn @
cvaughn@gleamshrc.org or 864/223-9238 ext 1006.

DEADLINE FOR SEALED PROPOSALS

Deadline for sealed proposals is September 25, 2009, 4:00pm.

SUBMISSION OF PROPOSALS

Submit proposals to the Brewer Center, Attn: Purchasing: **hand-delivery and express mail**, 237 N Hospital St, Greenwood SC 29646 or **USPS**, PO Box 1326, Greenwood SC 29648, as long as proposals are timely received to the Brewer Center by the above date and time. Include 'P10-01-09' on proposal package in order for Purchasing to easily sort proposals and bids as they arrive. GLEAMNS HRC will not be responsible for lost or delayed mail. **NO PROPOSALS WILL BE ACCEPTED VIA FASCIMILE OR EMAIL.**

SCOPE OF PURCHASE

GLEAMNS HRC has been granted approval from the South Carolina Office of the Governor, Office of Economic Opportunity, to purchase one seven-passenger minivan from an awarded vendor of this solicitation. GLEAMNS HRC'S targeted date for vehicle purchase and delivery is on or before October 30, 2009. All businesses can offer a proposal to include both a new 2009 or 2010 vehicle readily available from a dealership's lot and/or that of a 2010 special order, as long as both options meet specifications listed on Attachment I of this RFP. GLEAMNS HRC will reserve the right to purchase the option which is most advantageous for the program of the agency.

Executive Offices

237 North Hospital Street, Greenwood, SC 29646 • PO Box 1326, Greenwood, SC 29648
(864) 223-8434 • Fax (864) 223-9456
www.gleamshrc.org

AWARD DATE

Awarded vendor will be notified on or after September 28, 2009.

AWARD CRITERIA

Proposal award will be based on the following criteria:

- Meeting specifications
- Delivery date
- Warranty
- Rebate(s)
- Price

GENERAL INFORMATION

This Request for Sealed Proposals does not commit GLEAMNS HRC to award a contract, pay any costs incurred in the preparation of the proposal, or procure or contract for the activities, goods or services described. GLEAMNS HRC reserves the right to accept or reject any or all proposals and to waive any formalities in the bidding process, to vary the provisions of a request at any time prior to the execution of the contract, or to cancel in part or in whole this request, if it is in the best interest of GLEAMNS HRC. All proposals are subject to further negotiations between parties. The submission of proposals constitutes the acceptance of the terms of the Request for Sealed Proposals. The proposals will be reviewed solely on the material they contain. No modifications, additions or substitutions to any proposals will be accepted from proposers after closing date and time. GLEAMNS HRC reserves the right to select such proposer which it deems responsive and responsible and is not bound to accept an offer based solely on price. By submission of a sealed proposal to this solicitation, proposer is certifying that it is not suspended or debarred from doing business with any governmental entity.

DELIVERY OF VEHICLE

Vehicle will be delivered to 237 N Hospital St, Greenwood SC 29646 in clean condition will a full tank of gasoline with at least two sets of keys and at least two key fobs.

ATTACHMENT I

SPECIFICATIONS

- Seven-passenger minivan
- 2009 or 2010 in-stock or 2010 special order
- Engine – at least 3.5L, 250 hp
- 5-speed electronically controlled automatic transmission w/ overdrive
- Air Bags: front driver and front passenger; second & third row side-curtain airbags
- Brakes, 4-wheel antilock, front & rear disc
- MacPherson strut suspension and front & rear stabilizer bars
- Daytime running lamps
- Power rack-and-pinion steering
- Tilt/telescopic steering wheel
- Power outside mirrors
- Driver lumbar support
- Wipers, intermittent front & rear
- Air Conditioning, front & rear
- Cruise control, electronic with set and resume speed
- Door locks, power, includes Remote Keyless Entry
- Windows, power with driver Express-Down
- Dual sliding doors w/ power windows
- Floor mats – passenger & cargo
- Instrumentation, analog with speedometer, fuel level, engine temperature, and tachometer (includes voltmeter and oil pressure indicators.)
- Rear defogger
- Privacy glass
- AM/FM radio w/ single CD player
- Illuminated entry

Note: all other specifications not listed will be considered as standard equipment