

# ***INCA Community Services, Inc.***



## **REQUEST FOR PROPOSAL**

### **Refrigerated Trailer**

### **For Fresh Produce Distribution**

### **202 South Capitol, Tishomingo, Ok**

**Proposals must be submitted by September 27, by 3:00 p.m. (CST)**

**Submit bid questions through email to [s.latham@incacaa.org](mailto:s.latham@incacaa.org)**

**INCA Community Services**

**Address: 202 South Capitol, Tishomingo, Oklahoma 73460**

**Bid Contact: Shawna Latham**

**[s.latham@incacaa.org](mailto:s.latham@incacaa.org)**

<b>Title:</b>	Refrigerated Trailer For Fresh Produce Distribution	
<b>Department</b>	RSVP - United Way Funds	
<b>Issue Date:</b>	8/30/2023	
<b>Due Date:</b>	9/27/2023	
<b>Issuing Agency:</b>	INCA Community Services, 202 South Capitol, Tishomingo, Oklahoma 73460	
Sealed Proposals subject to the conditions made a part hereof will be accepted until 3:00 p.m., CST, September 27, 2023, for furnishing equipment and services described herein.		
<b>Mail/Personal Delivery</b>	<b>Delivery by Electronic Means</b>	
Attention: Shawna Latham, RSVP Program Director  Personal Delivery: 202 South Capitol, Tishomingo, Oklahoma 73460  Mailing Address: PO Box 68, Tishomingo, Okl 73460	Attn: Shawna Latham, RSVP Program Director Subject: Refrigerated Trailer Bid, For Fresh Produce Distribution  <a href="mailto:s.latham@incacaa.org">s.latham@incacaa.org</a>	
Direct all inquiries concerning this RFP to: Shawna Latham, RSVP Program Director, 580-3712362 ext 277, 202 South Capitol, Tishomingo, Oklahoma 73460		
<b>Estimated Timeline</b>		
RFP Release Date (includes public notice)	<a href="http://www.incacaa.org/RSVPRefrigeratedTrailerbid">www.incacaa.org/RSVPRefrigeratedTrailerbid</a>	8/30/2023
Deadline for Inquiries	Send to <a href="mailto:s.latham@incacaa.org">s.latham@incacaa.org</a>	9/20/2023
Proposals Due	Send to <a href="mailto:s.latham@incacaa.org">s.latham@incacaa.org</a>	9/27/2023 by 3:00 pm
Validation of RFP Received	e-mailed or texted date and time submitted upon request	upon receipt of proposal
Public Opening/ Evaluation Team Review	202 South Capitol, Tishomingo, Oklahoma 73460	9/27/2023 3:30 pm
contract/agreement/s awarded and bidders notified	<a href="http://www.incacaa.org/RSVPRefrigeratedTrailerbid">www.incacaa.org/RSVPRefrigeratedTrailerbid</a>	on or before 10/11/2023

# REQUEST FOR PROPOSAL

## RSVP Refrigerated Trailer

### General Information

1. **Project Description:** INCA Community Services, Inc. (hereinafter referred to as INCA) seeking proposals from individual or business to purchase a new or used 12ft cargo trailer to be used to distribute fresh produce.

The bid will be awarded to the responsible seller whose proposal is most advantageous to the agency, with price and other factors considered.

The project timeline is of critical importance as this project is currently active and a trailer is needed as quickly as possible. This trailer will need to be delivered within 4 to 6 weeks of being awarded the bid.

2. **Background/Introduction:** INCA is a private not for profit organization governed by a twelve (12) member Board of Directors and has been a champion for low income families since 1965.
3. **Who May Respond:** INCA seeks proposals from qualified licensed contractors (hereafter referred to as “vendor”, “supplier” or contractor”) for the provision of Refrigerated Trailers.
4. INCA is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of bid.
5. The RFP will be located on the INCA website at [www.incacaa.org/RSVPRefrigeratedTrailerbid](http://www.incacaa.org/RSVPRefrigeratedTrailerbid) Announcements will also be broadcasted via Facebook.
6. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the bid. If any person contemplating submitting a bid for this project is in doubt as to the true meaning of any part of the specifications or any other proposed contract/agreement documents, they may submit to INCA a written/electronic request for an interpretation thereof.
7. Written/electronic questions should be submitted by email to Shawna Latham, RSVP Program Director, at [s.latham@incacaa.org](mailto:s.latham@incacaa.org) with **RFP Refrigerated Trailer For Fresh Produce Distribution Bid** in the Subject Line to be received no later than 9/20/23. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
8. **Proposal Response:**

- a. To be considered, proposals must be **emailed or mailed to** [s.latham@incacaa.org](mailto:s.latham@incacaa.org) before **September 27, 2023 by 3:00 p.m.** They may be

delivered to INCA Community Services, located at 202 South Capitol, Tishomingo, Oklahoma 73460, Attention: Shawna Latham, RSVP Program Director, on or before **September 27, 2023 at 3:00 p.m.** Mailing Address is PO Box 68, Tishomingo, Oklahoma 73460.

- b. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA's administrative office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
  - c. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP
  - d. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
9. **Errors in RFP:** If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the bidder shall immediately provide INCA with written notice of the problem and request that the RFP be clarified or modified. Without disclosing the source of the request, INCA may modify the document prior to the date fixed for submission of the proposal by issuing an addendum to all potential bidders to whom the RFP was sent.
10. **Addendum to the RFP:** If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP. If any bidder determines that an addendum unnecessarily restricts its ability to bid, it must notify INCA in writing no later than 5 days before the deadline for submitting proposals.
11. **Withdrawal and Resubmission/Modification of Proposal:** Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Estimates may be withdrawn by written notice received at INCA's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, INCA shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed

proposal or submission of a sealed modification which complies with the requirements of this RFP.

**12. Rejection of Proposals:** INCA reserves the right in its sole discretion to waive formalities and reject any and all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirement. Proposal that fails to meet a material requirement of the RFP, or if it is incomplete and contains irregularities, the proposal may be rejected. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements. Any proposal may be rejected where it is determined to be not really competitive, or where the cost is not reasonable.

**13. Clarification.**

- a. The RSVP Program Director will initiate requests for clarification.
- b. INCA reserves the right to conduct discussions with Proposers to ensure through mutual understanding the Proposers responses to the solicitation requirements. To obtain best and final offers from Proposers, the selection committee may do one or more of the following:
  - i. request a written clarification;
  - ii. enter into pre-selection negotiations;
  - iii. schedule an oral presentations; and/or
  - iv. request revised proposals.

**14. Evaluation Factors for Award** - Evaluation of proposal will be based on a fair, impartial, and competitive selection process in which the evaluation of proposals will not be limited to one factor alone.

- a. INCA has established a selection committee who will evaluate the proposals with the collaboration of the Executive Director.
- b. INCA reserves the right to select a seller based solely on the information submitted in the proposal and to award the bid without any further discussion with the s regarding the responses received.
- c. Proposals shall be consistently evaluated based on the following competitive selection criteria outlined in the Statement of Work:
  - i. Experience/Qualifications - (10 points)
  - ii. Description/Specifications/Work Statement - (30 points)
  - iii. Price quotes - (40 points)
  - iv. Ability to deliver goods/Timeline - (20 points) Dealer/Manufacturers ability to provide trailer within the time required by INCA
  - v. Small and Minority Owned Business (5 BONUS points)

- d. The Contractor providing the best overall value to INCA shall be selected.

### **Description/Specifications/Work Statement**

Provide a new 12ft refrigerated cargo trailer for the use of delivering fresh produce in rural areas. Each section below must be met or exceeded for bids to be accepted.

1. Enclosed Trailer
2. 12ft in length
3. Minimum of 6 ft in width and no wider than 7ft in width
4. Tandem axle
5. GVRW of 7,000lbs or more
6. Exterior paint color-White
7. Rear doors must be double closing doors where both open to allow for loading of pallets
8. Side door access
9. Electric Brakes
10. Spring Suspension
11. Air Conditioning Unit must sustain temps between 32 and 55 degrees fahrenheit. Insulated with an R-Value of 5 or higher.

### **Proposal Content and Format** (See attached Bid Proposal Submission)

1. **Experience and Qualification** (10 points)
  - a. Company:
    - i. Brief history of company - structure of company, financial stability and longevity
    - ii. Location
    - iii. Company's experience (references)
  - b. If individual selling used trailer:
    - i. Proof of ownership
    - ii. Contact Information
    - iii. References
2. **Description/Specifications/Work Statement** (30 points) The RFP contains the minimum requirements to purchase a new refrigerated cargo trailer. Each section on the pricing/description/work statement must be met or exceeded for bids to be accepted.
3. **Price quotes** (40 points) - Attach price quote and description of product. (See pricing sheet)
4. **Ability to Deliver goods/Timeline:** (20 points) This trailer will need to be delivered within 4 to 6 weeks of being awarded the bid.
5. **Small and Minority Owned Businesses** (5 bonus points) - Provide a brief narrative if available for these extra bonus points. Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a

“small business” as established by the Small Business Administration.

## **The Award and Execution of Contract/Agreement**

1. Subject to INCA's right to reject any or all proposals, the highest scored bidder will be awarded the contract/agreement. Public opening will be September 27, 2023 at 3:30 p.m. Upon opening of proposals, an award may be made on the basis of the proposals initially submitted without discussion, clarification, modification, or on the basis of negotiation with any of the Respondents at INCA's sole option and discretion INCA may also elect to award multiple bidders depending on the strategy that is most advantageous to INCA.
2. **Notification of award** - A decision in selecting the successful bidder will be made within 10 (ten) days after the opening of the bid proposals. Upon conclusion of final negotiations with the successful Bidder, all bidders submitting proposals in response to this RFP will be notified of the award. INCA intends to notify the awarded contractor by phone and reserves the right to delay the process. All participants will be notified via email regarding the award/decline of services.
3. If, after INCA and the Highest Scored Bidder agree to terms and execute a contract/agreement, that contract/agreement is terminated for any reason or both parties cannot come to agreeable terms, INCA may, in its sole discretion, either enter into negotiations with the next highest scored bidder, or issue a new RFP and begin the proposal process anew.
4. **Contracting Requirements** - Submission of a proposal shall constitute agreement to contract on the terms, except for any term specifically reserved in the proposal for future negotiations.
5. **Time of Essence** - Time is of the essence with respect to 's performance of the services and equipment to be provided in the final agreement.
6. **General Provisions:**
  - a. **Governing Law.** The agreement will be governed by the laws of the State of Oklahoma without giving effect to its principles of conflict of laws.
  - b. **Attorneys' Fees.** In the event either party institutes any action or proceeding against the other party relating to this agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of the agreement into any judgment.
  - c. **Audit.** agrees that INCA or its designee shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. agrees to allow INCA or its designee access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, agrees to include a similar right of INCA or its designee to

audit records and interview staff in any subcontract related to performance of this Agreement.

7. **Cancellation of contract/agreement** - INCA reserves the right to cancel this contract/agreement with 10 (ten) days written notice.

## **Grievance Procedures for Bidder**

### **1. PURPOSE**

- a. A grievance is defined as and limited to an alleged improper interpretation, application, or violation of an individual's terms and conditions regarding the Request for Proposal/Bid/Information or Request for Proposal/Proposal (RFP, RFB, RFI or RFP, IFP) process. Note that appealing because a proposal was submitted past the deadline or required information was omitted is not considered a valid grievance.

### **2. POLICY**

- a. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting individuals. Both parties agree that these proceedings will be kept confidential as may be appropriate at any level of the procedure. It is the policy of this company to respond promptly to any grievance, which may arise.

### **3. PROCEDURE**

- a. Failure by the Administration at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
- b. The time limits specified may be extended by mutual agreement and shall be exclusive of discretionary leave and scheduled vacation.
- c. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

## **Grievance Procedures for Bidder**

### **4. ACTION AND APPEAL**

- a. **Level 1** The grievance must be discussed with Head Start Health/Nutrition Manager within three (3) calendar workdays after the individual(s) first knew or should have known of the Food Distribution RFP event or series of events causing the grievance. If failure to resolve the matter at issue, then the aggrieved shall present the grievance in writing proceeding to Level 2.
- b. **Level 2** If the outcome of the conference at Level 1 is not to the individual's satisfaction, the individual(s) must submit a grievance in writing to the Financial Director within seven (7) calendar days. The grievance shall specify:
  - i. A description of the action being appealed
  - ii. A citation of the law or regulation allegedly violated that forms the basis of the appeal.
  - iii. A thorough explanation of the appeal.



- iv. An original signature by the appealing organization's authorized representative.
  - v. Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. No exception will be made to an appealing bidder that does not file their appeal within the published deadline.
  - vi. The document shall contain all points to be included in the grievance. Facts not contained in the document may be introduced at appeal levels and in the procedure only with consent of all parties of interest. The meeting shall be held within seven (7) calendar workdays or at a mutually agreed time, after the Financial Director receives the request to discuss the complaint.
  - vii. The Finance Director will then investigate the matter fully and render a decision as soon as practical, not to exceed five (5) days.
- c. **Level 3** If the grievance is not resolved to the individual's satisfaction at Level 2, then the individual may appeal to the Executive Director in writing within seven (7) calendar workdays. The decision of the Executive Director will be final.

# **BID PROPOSAL**

## **Refrigerated Trailer**

### **For Fresh Produce Distribution**

Ms. Shawna Latham  
RSVP Program Director  
INCA Community Services, Inc.  
202 South Capitol, Tishomingo, Oklahoma 73460

Dear Ms. Latham:

The undersigned contractor, here-in-after called "Proposer" proposes to furnish a refrigerated cargo trailer to INCA Community Services located at 202 South Capitol, Tishomingo, Ok, in full accordance with Refrigerated Trailer For Fresh Produce Distribution documents.

The Proposer submits the attached Bid Proposal Submission and Pricing Sheet which includes base unit price and any additional service charges.

In consideration of the Agreement by the Agency, the Proposer has agreed and does hereby agree:

That the above proposal shall remain in full force and effect for a period of thirty (30) consecutive calendar days after the time of the opening of this proposal, and that the Proposer will not revoke or cancel this proposal or withdraw from the competition within said thirty (30) day period.

The Proposer has hereunto set his/her signature this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By: \_\_\_\_\_

Enclosures:

Pricing Sheet  
Bid Proposal Submission

# BID PROPOSAL SUBMISSION

(additional sheets may be attached)

☐ **Experience and Qualification** (10 points)

a. Company

- i. Brief history of company - structure of company, financial stability and longevity
- ii. Location
- iii. Company's experience (references)

b. Individual selling used trailer

- i. Proof of ownership
- ii. Contact Information
- iii. References

☐ **Description/Specifications/Work Statement** (30 points) **Please complete the attached pricing/description/work statement.** The RFP contains the minimum requirements to purchase a new refrigerated cargo trailer. Each section on the work statement must be met or exceeded for bids to be accepted.

☐ **Price Quote** (40 points) Attach price quote and description of product.

☐ **Ability to Implement Project/Timeline:** (25 points) This trailer will need to be delivered within 4 to 6 weeks of being awarded the bid. Please describe the timeline for delivery.

☐ **Small and Minority Owned Businesses** (5 bonus points) - Provide a brief narrative if available for these extra bonus points. Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a "small business" as established by the Small Business Administration.

# Refrigerated Cargo Trailer

## For Fresh Produce Distribution

### Pricing/Description/Work Statement

Listed below are the minimum requirements to purchase a new refrigerated cargo trailer. Each section below must be met or exceeded for bids to be considered.

Minimum Requirements	Comments: (description, brand, alternative)
Enclosed Trailer	
12 ft length, minimum of 6 ft. in width and no wider than 7 ft width	
Tandem axle	
GVRW of 7,000lbs or more	
Exterior paint color-White	
Rear doors must be double closing doors where both open to allow for loading of pallets	
Side door access	
Electric Brakes	
Spring Suspension	
Air Conditioning Unit must sustain temps between 32 and 55 degrees fahrenheit. Insulated with an R-Value of 5 or higher.	
Other	
<b>Pricing</b>	\$ _____