



**Request for quotation (RFQ) for Vehicle Purchase**

**Issued on: January 17, 2023**

**RFQ Submission Date: Wednesday, February 1, 2023 by 12:00pm**

**Background:** The City of Bellefontaine Neighbors Parks and Recreation Department operates a senior van transportation service for its residents. Our current bus was recently involved in an accident and we are looking to purchase a new shuttle van that will accommodate our needs.

**Submission of Bids:**

Sealed Bids for the above project shall be received at City Hall, 9641 Bellefontaine Rd, St. Louis, MO 63137, Attention: Ms. Semmie Ruffin-Hall, City Clerk, no later than Noon on Wednesday, February 1, 2023. Sealed envelope shall be identified with the following information: “RFQ for Vehicle Purchase”/ Attn: Ms. Semmie Ruffin-Hall, City Clerk/From <Company Name>”.

**Bid Opening:**

A public bid opening will take place on Wednesday, February 1, 2023 at 12:00 p.m. at City Hall Council Chambers. 9641 Bellefontaine Rd, St. Louis, MO 63137

**Contact Information:** Jimmy Kirincich- Director of Parks and Recreation, [jkirincich@cityofbn.com](mailto:jkirincich@cityofbn.com), 314-882-0044.

**Timing:** Presentation of bids and recommendation to proceed to the Board of Aldermen on Thursday, February 2, 2023. If approved, a written purchase order will be provided to the winning bidder shortly thereafter.

\*\*\*The City of Bellefontaine Neighbors is a tax-exempt organization. Quotes should reflect zero taxes. A tax form will be provided to the awarded bidder.

S.No	Item description	Major Specification	Quantity
1	2023 Ford Transit 350 Sliding Door X2C	<ul style="list-style-type: none"> <li>• Horse Power... .....Standard 3.5L PDfi V6</li> <li>• Seating Capacity.....7 passengers + 1 Wheel chair – Rear entry+ Driver</li> <li>• Speed... 10 speed automatic transmission w/ overdrive</li> <li>• Rear Lift- 800# Braun Lift</li> <li>• Driver and Passenger running boards with reflective tape</li> <li>• Pareto ALFO aluminum modular flooring w/gerflor</li> </ul>	<b>1</b>

Interested bidders should submit their proposal with copies of the following documents:

- Company profile
- Valid TIN certificate
- The offered price should be quoted in local currency
- Late submission will not be acceptable, and the bid shall automatically be rejected by the City.
- Detail descriptions on the type of vehicle, delivery options, stock availability and country of origin, place of manufacturing, vehicle options, and price validity is required information that must be included in the bid offer.
- Successful bidders will be contacted by the City and will be issued a fixed price Purchase Order (PO).

Criteria for selection: **Best Value Basis**

### **Withdrawal of Proposals**

Proposals may be withdrawn by written notice, email or facsimile received at any time before notification of the award is made to the selected bidder.

### **False Statements in Offer**

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.

Proposals become property of City of Bellefontaine Neighbors.

*NOTE: The City of Bellefontaine Neighbors will not compensate any bidder for its/his/her preparation of response to this RFQ nor is the issuing of this RFQ a guarantee that the City of Bellefontaine Neighbors will award a contract.*

## **1. DISCLAIMERS AND CITY OF BELLEFONTAINE NEIGHBORS PROTECTION CLAUSES**

- City of Bellefontaine Neighbors may cancel the solicitation and not make an award
- City of Bellefontaine Neighbors may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by City of Bellefontaine Neighbors
- City of Bellefontaine Neighbors reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- City of Bellefontaine Neighbors will not compensate offers for response to solicitation
- City of Bellefontaine Neighbors reserves the right to issue an award based on initial evaluation of offers without further discussion
- City of Bellefontaine Neighbors may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- City of Bellefontaine Neighbors may request from short-listed bidders a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFQ.
- City of Bellefontaine Neighbors has the right to rescind an RFQ, or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of the City of Bellefontaine Neighbors client, be it funding or programmatic.
- City of Bellefontaine Neighbors reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- City of Bellefontaine Neighbors will be contacting bidders to confirm contact person, address and that bid was submitted for this solicitation.

**CONTRACT TIME:**

If this Bid is accepted, we will complete the work in ( ) calendar weeks from acceptance of this Bid.

**ACCEPTANCE:**

This offer is open to acceptance and is irrevocable for ninety (90) days from the bid date. If this bid is accepted by the City of Bellefontaine Neighbors Missouri, we will authorize the work within ninety (90) days and commence work as scheduled with the Project Management Staff.

**OFFERS:**

Having examined the Place of Work and all matters referred to in the Instruction to Bidders and the Contract Documents prepared by the City of Bellefontaine Neighbors Missouri for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

2023 Ford Transit 350 Sliding Door X2C..... (Base Bid) \$ . dollars

**BID FORM SIGNATURE(S):** Submitted by:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

We are a (Proprietorship, Partnership or Corporation) \_\_\_\_\_

If Incorporated, State Incorporated in \_\_\_\_\_

We (are/are not) licensed for work in St. Louis County. License or Federal ID Number: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signing Officer Title Date  
(If Corporation, SEAL here)

\_\_\_\_\_  
Authorized Signing Officer Title Date

If the Bid is a joint venture or partnership, add additional forms of execution for each member in the appropriate form or forms as above.

**END OF RFQ\*\*\*\***