

Kodiak Island Housing Authority



REQUEST FOR PROPOSAL

RFP # 24-01

NEW VEHICLE

June 2024

Prepared By:

Kodiak Island Housing Authority
Procurement Department
3137 Mill Bay Road
Kodiak, Alaska 99615

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REQUEST FOR PROPOSAL

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1.1 Solicitation

Kodiak Island Housing Authority (KIHA) is seeking written proposals from responsive and responsible vendors to furnish and deliver new vehicles to KIHA, 3137 Mill Bay Road, Kodiak, Alaska 99615, as listed in the **Scope of Vehicle Specifications**.

It is the intention of KIHA to award all Vehicles to a single entity: however, KIHA reserves the right to award separate agreements for Vehicles based on criteria that KIHA determines to be appropriate.

Respondents will be required to perform all services requested under this RFP in accordance with best practices, professional, and ethical standards.

1.2 Background

Kodiak Island Housing Authority (KIHA) was created in 1978 by state statute to assist families in securing safe, decent, and affordable housing in the Kodiak Archipelago. KIHA is the Tribally Designated Housing Entity (TDHE) for: Akhiok Tribal Council, Alutiiq Tribe of Old Harbor, Kaguyak Tribal Council, Koniag, Inc., Native Village of Afognak, Native Village of Larsen Bay, Native Village of Port Lions, Sun'aq Tribe of Kodiak, Tangirnaq Native Village (aka Woody Island Tribal Council).

KIHA offers a variety of rental housing opportunities from low- and moderate-income apartments to senior housing options. We have a rental assistance program that assists families and students with rental payments in the local community. In keeping with our mission, KIHA also provides programs and services that promote self-sufficiency and economic independence. KIHA has and will continue to monitor the community's housing needs and work with partners to solve housing-related issues on Kodiak Island.

1.3 Laws and Regulations

This procurement may be funded in whole or in part by grants provided by the US Department of Housing and Urban Development. Applicable laws and regulations will govern this procurement and any subsequent agreement. In addition, applicable laws and regulations of the State of Alaska, will apply to the resulting awarded agreement(s).

1.4 Obtain Copies of this Solicitation

Single copies of the Response package may be obtained, at no cost by visiting the KIHA website at: www.kodiakislandhousing.com.

Hard Copies may be available in person at the address below:

Kodiak Island Housing Authority
3137 Mill Bay Road
Kodiak, Alaska 99615

PART II – SUPPLEMENT INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Response

The instructions below provide guidance on what the submittal should contain and how it should be organized. An original and two (2) copies must be submitted if mailed or hand delivered. A single PDF must be submitted if emailed.

The envelope or email subject line must be clearly marked: ATTN: PROCUREMENT, RFP# 24-01, NEW VEHICLE REQUEST FOR PROPOSAL. Envelopes must also be labeled: “**DO NOT OPEN.**” Faxed proposals will not be accepted.

Sealed responses to this solicitation must be received at KIHA not later than Thursday, February 29, 2024, at 2:00 PM Alaska Daylight Time. Any proposals received after that time and date will be considered nonresponsive.

Kodiak Island Housing Authority
3137 Mill Bay Road
Kodiak, AK 99615
Abbiew@kiha.org

All proposals must be submitted in accordance with the conditions and instructions provided herein. All proposals must remain open for acceptance for one hundred and eighty (180) days from due date.

2.2 Timetable

The submission of proposal(s) in response to the RFP will be evaluated in accordance with the schedule below.

Schedule Procedures	Date and Time
RFP Date of Issue	June 14, 2024, at 3:00pm AKDT
Deadline for Receipt of Questions	July 15, 2024, at 3:00pm AKDT
Deadline for Proposal Submissions	July 25, 2024, at 3:00pm AKDT
Proposal Review	July 29, 2024
Announce Award to Successful Responder	August 2, 2024
Contract Execution	August 9, 2024

Every effort will be made to maintain this schedule. However, all dates are subject to change if it's deemed to be in the best interest of KIHA.

2.3 Interpretations/ Questions

During the period between issuance of the RFP and proposal due date, no oral interpretation of the RFP's requirement will be given to any prospective respondent. Request for interpretation must be made, in writing, at least ten (10) days before the submission due date and time to Abbie Wilson, at email abbiew@kiha.org. Questions received in writing by the deadline will be answered by addendum to all vendors.

2.4 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, KIHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, KIHA will issue an addendum to the RFP setting forth the nature of the modification(s). KIHA will email any addenda to Respondents of the RFP Solicitation. Interested parties may also view addenda on KIHA's website www.kodiakislandhousing.com. It shall be the responsibility of each respondent to insure they have any / all additional addenda relative to this RFP.

2.5 Proposal Format

All proposals shall be submitted in 8 ½ x 11-inch format. Larger size pages or inserts may be used provided; they fold into 8/2 x 11 inches. All copies of the submittal must be identical in content and organizations. The format of the respondent's proposal should be structured the same as the format of the RFP. Proposals should be organized into sections. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Service. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone, fax number, and email address.

2.6 Submittal Forms

Respondents must provide, as a part of the proposal, all required certifications and HUD forms, licenses, and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.7 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at KIHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator.

KIHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specification of this RFP.

KIHA also reserves the right to reject the proposal of Respondents who have previously failed to perform properly or to complete on time, a contract of similar nature; that is not in a position to perform the contract. Alternatively, Respondents who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.8 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. No proposals received after the closing date and time will be considered.

All proposals properly received will be evaluated by KIHA's Evaluation Committee appointed by the Executive Director. The evaluation Committee will analyze proposals within the 60 days of the date and time due and a recommendation for Notice of Award or not to award to the KIHA Executive Director.

2.9 Withdrawal of Proposals

Proposals may be withdrawn by means of a written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt and must be signed by the Respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the Respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.10 Award of Contract

Contract shall be awarded to the Respondent or Respondents submitting a proposal(s) according to the evaluation criteria contained herein, provided the proposal(s) is in the best interest of the KIHA. The Respondent(s) to whom the award is made will be notified at the earliest practical date.

2.11 HUD Debarment and Suspension List

The Respondents and all subcontractor's names and businesses must not appear on the Hud's Debarment and Suspension List (www.sam.gov).

2.12 Cost Borne by Respondent

All costs related to the preparation of this RFP and any related activities are the responsibility of the Respondent. KIHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.13 Best available Data

All information contained in this RFP is the best data available to the KIHA at the time of the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of Respondents and the KIHA assume no liability for any errors or omissions.

2.14 Licenses

The awarded Respondent shall have and maintain all required Licenses necessary to conduct business in the State of Alaska. All licenses must be kept up to date for the duration of the awarded contract. Copies of all licenses must be in the Procurement/ Contract Office prior to contract execution.

2.15 Respondent Responsibilities

Each Respondent is presumed by the KIHA to have thoroughly studied this RFP and become familiar with the contents, locations, and nature of requests covered by the RFP. Any failure to understand completely the aspect of this RFP is the responsibility of the Respondent.

2.16 Disputes

In the event any dispute arises from this RFP, such dispute will be resolved in accordance with KIHA's policies and procedures.

PART III – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in the Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below.

3.1 Company Information

Please furnish a brief history of your company including how long you have been in business and major offices located in Alaska.

3.2 Proposal Preparation and Submission

Respondent's proposals must be prepared and submitted in such a manner that they address, at a minimum, the requirements of Sections below in appropriate detail listing the Respondent's capabilities and delivery plan. Other preparation and submission requirements may be required by documents contained within Part IV (Scope of Specifications). It is the Respondent's responsibility to ensure that their proposal submittals properly address all requirements requested by the RFP.

The Respondent must provide the following information:

- A copy of Certificate of Good Standing
- Licensed as an Alaskan Dealer
- A copy of the IRS SS-4
- Certificate of Liability Insurance
- The Respondent shall have, at a minimum, a telephone number and email address from which it conducts business and is accessible by telephone from 8:00 a.m. to 5:00 p.m. AKD, for concerns or requests that need immediate attention. An office location, phone number and email address shall be stated in the interested Respondent's proposal.

3.3 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms.

- Attachment A – **Form HUD 5369-B**, Instructions to Offerors – Non-Construction
- Attachment B – **Form HUD 5369-C**, Certifications and Representation of Offerors – Non-Construction Contract
- Attachment C – **Form HUD 5370-C** General Conditions for Non – Construction Contracts
- Attachment D – Indian Preference Statement

PART IV – SCOPE OF VEHICLE SPECIFICATIONS

4.1 General Requirements

a. Minimum and / or Mandatory Requirements for Goods / Services

Respondents Shall identify in the proposal, the year of manufacture, the exact manufacturer name (make) and model of vehicles offered. Respond to all the minimum specifications requirement in the Minimum Specifications List in **Exhibit A**.

b. Product Literature Certifications

Respondents shall include in the proposal an electronic (digital) copy of the factory printed literature of the model(s) to be furnished and one (1) copy of the owner's manual covering care and operation.

The selected Respondent will submit the KIHA buyer's title and registration documentation to the Department of Motor Vehicles (DMV). It is the Respondent's responsibility to ensure that the KIHA receives the license plate and registration sticker. All KIHA vehicles are Tax Exempt based on our status as a Political Subdivision of the State of Alaska.

The selected Respondent will submit an odometer certification for each vehicle submitted.

c. Warranty

All vehicles provided under the terms of this agreement shall have a minimum 3-year/36,000-mile Ford factory warranty and a 5-year/60,000-mile powertrain warranty.

d. Product Quality

Vehicles furnished under these provisions and specifications shall be new and free from defects. An unacceptable item must be replaced with an item of acceptable quality within one (1) month of notification. Best quality shall be determined solely at the discretion of the KIHA.

The replacement of an unacceptable item shall not relieve the Respondent from the responsibility imposed upon him by the Contract. The acceptability of any vehicle is judged solely by the KIHA. Payment, whether partial or final, shall not be construed to be an acceptance of an unacceptable vehicle(s).

4.2 Vehicle Delivery Schedule

The Respondent shall coordinate delivery with the authorized KIHA representative identified in the Contract documents. New vehicles furnished under these specifications shall be delivered within 120 calendar days of the official commencement date on the Notice to Proceed.

4.3 The Respondent's Responsibilities

It is the responsibility of each Respondent to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by KIHA, including the RFP document, and the documents within the RFP, and any addenda and required attachments submitted by the Respondent. By virtue of completing, signing, and submitting the completed documents, the Respondent is stating their agreement to comply with all conditions and requirements set forth within those documents.

4.4 Purchase Contract Terms

KIHA shall have 30 calendar days after receipt of invoice or satisfactory delivery of goods or performance of the services to make payment. For this reason, KIHA will reject any proposal submitted with a condition requiring payment within a shorter period. Further, KIHA will reject any proposal submitted with a condition requiring interest payments.

Invoice(s) shall include the unit and total cost for each proposed vehicle by groups. The price submitted shall be the all-inclusive price charged to KIHA including, without limitation, administrative costs, licensing, warranty, delivery, applicable taxes, and all other necessary costs to furnish the vehicle(s).

The respondent shall submit one (1) original invoice(s), upon delivery of goods or for services rendered to:

Kodiak Island Housing Authority
Attn: Accounting
3137 Mill Bay Road
Kodiak, AK 99615
invoices@kiha.org

Upon receipt of the invoice, KIHA shall date stamp the invoice, and use this receipt date to calculate the 30-day payment period. For the purposes of this paragraph, the Respondent's invoice date shall not be considered.

All invoices shall reference the Contract number assigned to the Contract. Payment shall be made upon certification by the KIHA that the Respondent has submitted the receipts for the goods and services specified.

PART V- PROCUREMENT PROCESS

5.1 Evaluation Factors

The proposal should address the factors outlined below:

1. Respondent's Approach/Response to Scope of Vehicle Specifications

Make, Model and Other Information. Respondents shall identify in the proposal, the year of manufacture, the exact manufacturer name (make) and model of vehicles offered.

Respondents shall include in the proposal two (2) copies of the factory printed literature of the model(s) to be furnished and the user's manual covering care and operation.

The Respondent's capabilities (in terms of vehicles offered, services, warranties, minimum Specifications included and exceeding the minimum, and optional specifications included) in Sections 4.1 and 4.3, the timeline for vehicle delivery in Section 4.2, and the Purchase Contract Terms in Section 4.4.

2. Proposal Cost – The proposed costs the Respondent proposes to charge the KIHA for the Vehicles in Section 6.2 – Entry of Proposed Fees.

3. Submission of All Required Documents

Complete, sign, and submit the completed documents, complying with all conditions and requirements set forth within those documents.

5.2 Evaluation Process

The following procedures will be followed for the evaluation:

- A. An Evaluation Committee is formed.
- B. All submittals are evaluated individually on vehicle specifications and purchase fees of the Respondent. The evaluation will consist of a qualitative review of the submittal to determine how it meets the minimum requirements.
- C. The KIHA reserves the right to make an award based solely on the proposal or to negotiate further with the selected Respondent.
- D. The KIHA may request that Respondents whose submittals are in the competitive range make oral presentations concerning their submittal to the KIHA's Evaluation Committee.
- E. Negotiation of a contract price for the intended Proposed Fees as it is assigned will be held with the selected Respondent.
- F. The KIHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of vehicle specifications within an acceptable price range and/or the time period.

5.3 Evaluation Factors Additional Points

American Indian/Alaska Native owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals. The project is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C 450 e(b)). To qualify as an Indian-owned enterprise, the proposal must include documented evidence that the enterprise is at least 51% Indian-owned and evidence of operation and control showing a substantial involvement in the day-to-day management and business activities of the enterprise. Consultants must certify whether they are an Indian organization or Indian owned economic enterprise, or how opportunities for employment will be given to Indians for this project.

5.4 Summary of Evaluation Factors

Respondent's Approach/Response to Scope of Vehicle Specifications	25 Points
Proposal Cost	40 Points
Submission of All Required Documents	20 Points
American Indian / Alaskan Native Preference	15 Points

PART VI – PROPOSAL FORMAT

6.1 Proposal Submittal

The KIHA intends to retain the successful Respondent pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the KIHA will, as detailed within the previous Part V, Consider factors other than just cost in making the award decision). Therefore, so that the KIHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the KIHA has published herein or has issued by addendum.

6.2 Entry of Proposed Fees

The proposed fees shall be submitted by the Respondent and received by the KIHA where provided. Each Respondent must enter where provided the proposed purchase fees for each vehicle; the Evaluation Committee will automatically calculate the listed / entered quantities multiplied by the proposed vehicle purchase fees entered. The ensuing total sum will be the firm fixed fee for the proposed purchase fee for each entity and vehicle class. Please note that the proposed fees submitted by each Respondent are inclusive of all necessary costs to provide the proposed vehicles, including, but not limited to delivery; minimum specifications; etc.

RFP Section	Item No.	Qty	Vehicle Class	Purchase Fee (per Vehicle)
6.2.1	1	2	New Ford Transit Connect Cargo Van (or Equivalent) Make: Model: Year:	\$
6.2.2	2	1	New Ford Explorer (or Equivalent) Make: Model: Year:	\$

**EXHIBIT A
MINIMUM SPECIFICATION LIST**

New Cargo Van

Model Year: 2024 or Newer

Model: Ford Transit Connect XL Cargo Van or Equivalent:

1. MINIMUM SPECIFICATIONS

a. Engine:

2.0L Engine _____

Gas Engine _____

b. Transmission:

8-speed Automatic Transmission _____

All Wheel Drive _____

c. Body/Cab:

Two (2) Doors _____

Sliding Door(s) _____

180 Swing-Out Rear Cargo Doors _____

d. Mechanical

Power 4-Wheel Disc Anti-Lock Brake System (ABS) _____

Electric Power – Assisted Steering (EPAS) _____

e. Wheels

All Season Tires _____

Aluminum Wheels _____

Full Size Spare Tire _____

Jack and Wheel Wrench _____

Tire Pressure Monitoring System (TPMS) _____

f. Suspension

Axels, Springs, and Shock Absorbers Must Meet Manufacturer’s
and Federal GAWR requirements _____

g. Interior

Seating, Two – Passenger _____

with Seat Belt Positions _____

Seating – Vinyl _____

6-way Manual Driver Seat and 4-Way _____

Manual Passenger Seat _____

Front-Row Manual Climate Control _____

Rear Window Defroster _____

Power Front Row Windows _____

Adjustable Steering Wheel _____

Multi-function display with steering wheel controls _____

AM/FM Radio with Bluetooth and Multi-Function _____

Display Screen, plus 1 USB Port _____

Remote Keyless-Entry with 2 Key Fobs _____

Rear Cargo Vinyl Floor Cover _____

Vinyl Floor Covering – Front Row _____

12-Volt Single Front PowerPoint in Center Console _____
12-Volt Single PowerPoint in Rear Cargo _____

h. Safety and Security

Driver and Passenger Front Air Bags _____
Driver and Passenger Front Seat Airbags _____
Safety Canopy Side -Curtain Airbags _____
Rear View Camera _____
Safety Belt Pretensioners _____
Belt Usage Sensors/Reminders _____
Emergency Brake Assist _____
Torque Vectoring Control _____
Curve Control _____
Anti-Theft Systems _____
Side Intrusion Door Beams _____

i. Exterior

Color: Factory White _____
Exterior Mirrors with manual Fold _____
Integrated Spotter Mirrors _____
Windshield Wipers – Front Variable Intermittent _____
Automatic Headlamps _____
Daytime Running Lamps _____
Rear and Brake Lamps _____
Rear Door Fixed Glass _____

j. Tailgate:

180 Swing-Out Rear Cargo Doors _____

k. Other:

Operator’s Manual _____
Mileage Shall not Exceed 500 Miles at time of
Delivery _____
Shop Repair Manual or Owner’s Manual (2 Sets)
or Approved Substitute _____
Vehicle Safety Inspection not less than 30 days of
Expiration at time of delivery _____
Two (2) Sets of Keys _____

2. OPTIONAL

Other: _____
Other: _____
Other: _____
Other: _____
Other: _____
Other: _____
Other: _____

Belt Usage Sensors/Reminders
SecuriLock Passive Anti-Theft Systems
Side Intrusion Door Beams

i. Exterior

Color: Factory White
Exterior Mirrors with manual Fold
Windshield Wipers – Front Variable Intermittent
Automatic Headlamps
Daytime Running Lams
Rear and Brake Lamps

j. Tailgate:

Power Lift Gate

k. Other:

Operator’s Manual
Mileage Shall not Exceed 500 Miles at time of
Delivery
Shop Repair Manual or Owner’s Manual (2 Sets)
or Approved Substitute
Vehicle Safety Inspection not less than 30 days of
Expiration at time of delivery
Two (2) Sets of Keys

2. OPTIONAL

Other:
Other:
Other:
Other:
Other:
Other:
Other:
