

CHILD-PARENT CENTERS, INC.  
602 E. 22<sup>ND</sup> St., Tucson, AZ 85713

## Invitation to Bid for Utility Vehicle

Child-Parent Centers, Inc. (CPC, Inc.) is currently accepting bids for 1 work truck with utility/service body application. CPC, Inc. is a federally funded, non-profit organization providing Head Start services to low-income families.

### Specifications:

Please see attached Utility Vehicle Bid Specification Form for specifications.

### Bid Requirements:

Utility vehicle must be received and paid for by CPC, Inc. no later than August 31, 2010. Should the vehicles not be delivered and paid for by the above deadline, we reserve the right to cancel the order with no ramifications. Vendor will understand that acceptance of proposal does not guarantee purchase; a Purchase Order will be issued to obligate and commit funds.

### Vendor Proposal instructions: (please follow these instructions in order for your bid to be considered):

- Complete Bid Submittal/Decline Form
- Complete Vendor/Bidder Fact Sheet and Questionnaire
- Provide current copy of Business License
- Submit current copy of Certificate of Liability Insurance
- Submit current copy of Worker's Compensation Certificate
- Provide sample billing invoice and delivery receipt
- Must complete and submit the Utility Vehicle Bid Specification Form
  - Taxes should be included in your bid price

Proposal must be for specifications only. Any additional services proposed must be written on a separate page listing any additional costs.

Please review the specifications and mail or deliver your sealed proposal to:

Emilia Eldridge  
Physical Resources Administrative Specialist  
Child-Parent Centers, Inc.  
602 E. 22<sup>nd</sup> St.  
Tucson, AZ 85713

Please turn in your bids in a sealed envelope, which should be clearly labeled "**Bid for Utility Vehicle**" and be received by Monday, August 9, 2010 no later than 3:00pm.

If you want electronic proposal forms, or if you have additional questions regarding the requirements, please email your requests or questions to [eeldridge@childparentcenters.org](mailto:eeldridge@childparentcenters.org). Funding requirements do not allow CPC, Inc. to accept verbal proposals. In addition, our open competition policies, we require prospective vendors to submit all questions in writing.

## Bid Submittal/Decline Form

Date: \_\_\_\_\_

Check one of the following:

- Submitting a Bid
- Declining a Bid

Agency Name:	Agency Contact:
Agency Address:	Agency Telephone:
	Agency Fax:
	Agency Email:

If submitting a bid please include the following:

- Business License # \_\_\_\_\_ (provide current copy)
- Vendor/Bidder Fact Sheet
- Certificate of Liability Insurance\*
- Workman's Compensation Certificate\*

*\*CPC must have these on file to consider you for a contract or Bid award.*

Complete the following that applies to this bid:

- Attached Utility Vehicle Bid Specification Form

To assist us in meeting our reporting guidelines, please return this form with the bid packet or if declining the bid fax this form to CPC, Inc. attention Physical Resources Administrative Specialist at (520) 884-5300 or email to [eeldridge@childparentcenters.org](mailto:eeldridge@childparentcenters.org)

# VENDOR/BIDDER FACT SHEET AND QUESTIONNAIRE

Please return to:  
**CHILD-PARENT CENTERS, INC.**  
Physical Resources Department  
602 E. 22<sup>nd</sup> St.  
Tucson, AZ 85713

DATE: \_\_\_\_\_

NAME OF COMPANY/DIVISION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ OFFICE HOURS: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_ HOW LONG IN BUSINESS?: \_\_\_\_\_

IDENTIFY YOUR BUSINESS OR SERVICES YOUR BUSINESS PROVIDES:  
\_\_\_\_\_

## LEGAL STRUCTURE:

Sole Proprietorship: \_\_\_ Partnership: \_\_\_ Corporation: \_\_\_

\*Vendors supplying services (contracting, etc.) shall supply the following:

Federal Employers Tax I.D. number (TIN): \_\_\_\_\_

Contractor license types/numbers held: \_\_\_\_\_

## SELF-CERTIFICATION CATEGORIES – PLEASE CHECK APPROPRIATE CATEGORIES:

### NOTE: DEFINITIONS –

"Control" is defined as exercising the power to make policy decisions.

"Operated" is defined as actively involved in the day-to-day management and not merely acting as officers or directors.

\_\_\_ LARGE BUSINESS – A domestic concern which, including domestic and foreign divisions and affiliates, normally employees 500 or more persons, is independent or publicly owned or controlled and operated, and which may be a division of another domestic or foreign concern.

\_\_\_ SMALL BUSINESS – The term "small business" shall mean a small business as defined pursuant to section 3 of the Small Business Act and in relevant regulations promulgated thereto. Generally, unless your firm is operating in an industry with a special size standard, it is considered small if (a) it has fewer than 500 employees for manufacturing industries, (b) has average annual receipts for three (3) preceding years of less than \$12 million for general construction (c) has average annual receipts for preceding fiscal years of less than \$2 million for service industry.

\_\_\_ MINORITY OWNED BUSINESS – A concern that is at least fifty-one percent (51%) owned by one or more minority individuals; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more minority individuals, and whose management and daily business operations are controlled by one or more minority individuals. Please check the appropriate group(s) listed here and note percentage of ownership.

\_\_\_ (F) = Female      \_\_\_ (M) = Male      \_\_\_ Black Americans      \_\_\_ Hispanic Americans  
\_\_\_ Asian-Indian Americans      \_\_\_ American Indians      \_\_\_ American Eskimos and Aleuts      \_\_\_ Other Designated Minority  
\_\_\_ Native Hawaiians

Please specify: \_\_\_\_\_

\_\_\_ ARE YOU A U.S. CITIZEN?

\_\_\_ WOMEN OWNED BUSINESS – a concern that is at least fifty-one percent (51%) owned by one or more women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women.

\_\_\_ HANDICAPPED-OWNED BUSINESS – A concern that is at least fifty-one percent (51%) owned by one or more individuals who have a physical or mental impairment that substantially limits one or more major life activity. The individuals(s) must either have a record of such impairment or correctly regard him-herself(selves) as having such an impairment or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more handicapped persons, and whose management and daily business operations are controlled by one or more such individuals.

\* Mandatory

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**UTILITY VEHICLE BID SPECIFICATION FORM**

This bid form is to be used to indicate which specifications are required by Child-Parent Centers, Inc. Please use the space provided to the right of the minimum specification to indicate if your vehicle can meet the minimum specification and when the vehicle is available.

Minimum Specifications:	City	Hwy	Meet Specification YES/NO	Safety Rating	Date Available
<b>MPG City/Highway</b>					
2 Door, Regular cab					
Diesel Engine					
White or light color					
Utility Truck Package					
Tailgate Lift					
Ladder Rack					
Factory Window Tint					
Power brakes/Anti-lock Brakes					
Automatic Transmission					
Factory Air Conditioning					
Side/Front Airbags					
AM/FM Radio w/CD Player					
Cloth interior					
Cruise Control					

General Information of Warranty: \_\_\_\_\_  
\_\_\_\_\_

Make/Model of truck: \_\_\_\_\_

Price per vehicle: \_\_\_\_\_ (include sales tax, license fee, prep)

**Note: Do not include vehicle license tax in your calculation.**

Dealer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
\_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

\*\*CPC, Inc. is exempt from Federal taxes but not exempt from State and Local taxes. Taxpayer ID# or Certificate upon request.

\*\*\*Bids must be sealed and returned to Child-Parent Centers, Inc. by 3:00 pm on the date specified in the RFP cover letter.

Child-Parent Centers, Inc.  
602 E. 22nd St., Tucson, AZ 85713  
Attn: Emilia Eldridge  
PR Administrative Assistant