



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR PROPOSAL

FOR

27-Passenger School Bus (Year 2021)

RFP Issued: February 26, 2021

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I. INTRODUCTION AND PROJECT DESCRIPTION

The North Hudson Community Action Corporation (NHCAC) was founded in October 1965 as a community action agency to serve the needs of low income residents of Hudson County particularly residents of Union City, West New York, North Bergen, Weehawken, Guttenberg, Secaucus, Kearny, Harrison and East Newark and to assist those we serve improve their situations and become self-sufficient. Building upon over 25 years of operating a maternity clinic, NHCAC became a federally qualified health center (FQHC) in 1994 with one location in West New York. Our health related services expanded so that now our FQHC operated 10 service delivery sites located in West New York, North Bergen, Union City, Jersey City, Garfield, Hackensack, Englewood and Passaic.

NHCAC offers a broad spectrum of social services including job placement assistance, tenant/landlord relations, immigrant assistance, emergency rent payments, emergency food vouchers, home repair for seniors, senior citizen services, WIC, Early Head Start, Head Start.

North Hudson Community Action Corporation is in the process of selecting a vendor to provide a 27-Passenger School Bus to service children and families enrolled in the Head Start/Early Head Start program. The bus will be used to pick up and delivery children to one of five sites and also for class excursions.

The RFP responses will provide NHCAC with proposals to evaluate and select a vendor to provide the required product. This RFP outlines the overall objectives and expectations of the contract and will provide NHCAC with the required information such that NHCAC can make an informed and prudent decision for the acquisition of the product description herein.

As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 74, and other program expectations of the Head Start/Early Head Start Program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to the RFP.

II. GENERAL CONDITIONS

By submitting a response to this RFP the Respondent agrees to all of the following:

- A. NHCAC reserves the right to award or cancel or change this procurement process at any time.
- B. NHCAC is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- C. Failure to meet the delivery date of the bus no later than June 14, 2021 may be the basis for disqualification of the Respondent proposal.
- D. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information travel and presentation expenses.
- E. NHCAC will open all proposals and submitters may attend.
- F. NHCAC will maintain sole ownership of responses after submission.
- G. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.

Efforts will be made by NHCAC to utilize small business, women and/or minority owned businesses. An applicant qualifies firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR § 121.201)

III. REQUIRED PRODUCT

NHCAC is seeking the follow product form one or more vendors.: 27-passenger school bus to service children and families enrolled in the Head Start/Early Head Start program. All buses must state and local codes. Licenses, certificated or other required documents are to be included in vendor/contractors' response according to Section VI Instruction to Vendors contained in this RFP. Selected vendor/contractor is required to obtain all necessary work, inspections and approvals, as necessary.

****CONTRACTOR IS RESPONSIBLE FOR ALL MATERIAL NEEDED TO PROVIDE THE REQUIRED PRODUCT.**

Product Details

- 27-passenger school bus
- Year, 2022
- Required trade-in: 2008 Type "C" 36-passenger school bus

TIMELNES

This process will be guided by the following timeline. All dates are subject to change at the sole discretion of NHCAC.

<u>Milestone</u>	<u>End or Due Date</u>
RFP Issued	February 26, 2021
Contract/Vendor Responses Received by NHCAC Representative	March 11, 2021
Contractor/Vendor Selected	March 11, 2021

*Please be advised that everyone who submits a sealed bid is invited to the opening of bids at 12:00pm noon on March 11, 2021 in our administrative office located at 800 – 31st Street, Union City, New Jersey 07087.

SPECIFIC REQUESTS/REQUIREMENTS**BID SPECIFICATION**

Purchase of a Model year 2022 gas powered, hydraulic brakes 27-Passenger school bus with 16 Built-in Child positioned seats. Each bidder must meet and comply with all Federal Motor Vehicle Safety Standards, Environmental Protection Agency and the standards, rules and regulations as set forth by the State of New Jersey.

ITEM**OTHER PREFERRED SPECIFICATIONS****MODEL**

2022 model year or a newer Chevrolet 4500 Series cut-away chassis with dual rear wheels. GVWR = 14,200 lb. minimum
WHEELBASE = 159"

AXLES

Front Twin - I-Beam or equal, greaseable upper and lower ball joints, must include 1" diameter stabilizer bar.
Adjustable caster and camber.

Rear - Dana 70-2U or equal, full floating - Minimum
STEERING = Heavy duty power steering
SHOCKS = Double action, telescopic, twin tube, low pressure gas type front & rear. Piston diameter 1.75"

BRAKES-POWER

Front - Disc type. Self-adjusting, hydraulic, dual piston
Rear - Disc type. Self-adjusting. To include 4-wheel anti-lock brake system
Parking - Automatic cable adjustment. Push on/push off park brake pedal

CAB EQUIPMENT

Engine cover with map pocket
Front floor mat, black insulated
Dual electric horns
Lighted instrument panel
3-Point driver seat belt
Cloth driver's seat, high back bucket with armrest
Black, vinyl coated steering wheel
Padded sun visor
Intermittent windshield wipers
Instrument panel to include temperature and oil gauges
Tilt steering wheel
Drivers airbag

ELECTRICAL

145-amp alternator Minimum
Dual Batteries located in sliding tray to include storage

compartment.

GASOLINE ENGINE	6.0 Liter or comparable Engine to be equipped with spin on full flow oil filter Minimum 70,000 BTU Air conditioning system with Dual compressors. FUEL TANK – 33-gallon Minimum FRAME - 36,000 P.S.I. PAINT – School bus yellow SPRINGS: Front – Coil type Rear – Single-stage, leaf type
TIRES	A. B.S.W. Steel belted all season type tread. (6) LT 225/75R x 16D WHEELS – 6.5” x 16” steel
TRANSMISSION	Electronic 5-speed automatic minimum with overdrive (6 speed) Transmission and engine oil coolers
MISCELLANEOUS	School Bus package Tint glass - windshield and driver’s door

BODY SPECIFICATIONS

SEATS AND BARRIERS	Fully padded D.O.T. seats and barriers with gray fire-block upholstery. All seats to be equipped with 3-Point belts & each 45” seat shall include (2) built in child restraint positions, each 30” seat shall in include (1) built in child restraint position.
BUMPERS	Front - Supplied by chassis manufacturer heaviest available Rear - Die formed, one-piece full wrap-around, 10” width 3/16 pressed steel
DRIVER LINE GUARDS	Drive shaft guard made of steel, bolted to the cross member
DRIVERS AREA	Door - left side supplied by chassis manufacturer To also include exterior drivers running board/step Interior Mirror - 6 x 16 Switch Panel - Located right of driver on door control stand Push-button start switch for 8-way lights Rocker switch for master control of warning lights, and rear heater Rocker switch for heated mirrors Red and amber pilot indicator lights for 8-way system To include Plexiglas sunshade
REAR EMERGENCY	Single rear center door with single point latch system

DOOR	To include buzzer and anti-hitch exterior handle Upper and lower glass - AS-2 tempered safety glass tinted Clear opening 53" high x 33" wide minimum Grease fittings on hinges To include vandal lock with ignition interlock
ENTRANCE DOOR	Double leaf outward opening type with 2-step entrance Clear opening 32" x 77" minimum Step covering - gray rubber to match interior flooring. White nosing An electrically operated door control mounted to right of driver - to be installed as not to interfere with the removal of the interior engine access cover Entrance door windows - 1 piece tempered safety glass AS-2, each leaf
FLOOR:	5/8" Marine plywood screwed down over steel 14 gauge galvanized
FLOOR COVERING	Black Rubber flooring, smooth under seats and ribbed aisle Flooring cut to fit tightly alongside walls, wheel wells and center aisle Flooring to be completely weather sealed along all seams and edges No metal aisle strips
HEADER PADS	To be installed above all doors
HEADROOM	76" minimum
HEATER	Minimum 60,000 BTU rear heater to be included. Dual heater - cut-off valves under hood INSULATION - 1-1/2" minimum in roof, side walls, front & rear and inside roof bows
EXTERIOR LIGHTS	Exterior lights shall include backup, stop lights, rear and side directional, front and rear marker, stop sign, and entrance door. Two (2) 5 1/4" round clear lens back-up lights Seven inch (7") stop and turn signals Two (2) 4" red tail and license plate lights Eight (8) lamp warning system – halogen Clearance and identification lamps Interior dome lamps Stepwell light

MIRRORS:	Left and right to be Rosco rear view mirrors to be heated and remote. Elliptical cross-view mirrors to be heated
RIGHT FRONT MOREVIEW WINDOW	Forward of entrance door - 36" x 9" AS-2 tempered safety glass
REFLECTOR	Two (2) 3" red reflectors mounted side of body in rear Two (2) 3" amber reflectors mounted midway of body
	RUB RAILS - Four (4) double profile rub rails at seat level and floor level, skirt level and window level to be 16 Gauge.
EXTERIOR SIDE PANELS	18 gauge pre-primed 5052 aluminum alloy STOP-ARM - Electronically operated side body stop-arm solid state. CROSSGATE - Electronic specialty brand STROBE - Roof mounted VENTILATION - Static non-closing roof vent located in front roof panel left side EMERGENCY EQUIPMENT: Minimum Ten (10) unit first aid kit, 5 lb. fire extinguisher, triangular warning devise, body fluid.
SIDE WINDOWS	Split sash type, 23" x 23" minimum with aluminum frames, tempered safety glass AS-2 with Tint. Rear windows on either side of rear emergency door
WIRING	Color coded. Located in molding above side windows. Body wiring protected by automatic resetting circuit breakers located in easy access wire terminal junction above driver's door
MISCELLANEOUS	Exterior width - 96" Interior width - 93" Roof panels - 20 gauge galvanized Interior end caps - 23-gauge aluminum Inner side panels - 23-gauge aluminum All required exterior lettering and numbers 3M Diamond grade reflective tape Package including school bus signs AM/FM Stereo radio with four (4) speakers Back up alarm Mud flaps front and rear Holder Magnet for Cross Arm Driver door Seat level rub-rail

Driver Cup holder
Vandal lock for rear door
Child checkmate system
Front tow eyes

UNDERCOATING

Body, front fenders, to be undercoated with an approved non-hardening material

WARRANTY

A copy of the Standard Manufacturer's warranty is to accompany the bid.
A copy of both the chassis and body manufacturer's standard warranty is to accompany the bid.

LOANER BUS

Bidder must own a 29-Passenger Loaner bus and provide Pictures of vehicle with bid submission.

****Please refer to bidding form to submit your price. (See attachment "Bid Form")**

IV. VENDOR AGREEMENT AND CERTIFICATION

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual further acknowledges that the product described in this RFP be available and warrants that the vendor is able to deliver and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that the information provided in this RFP response is not true, or there is a product that NHCAC has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

All signatories to this document agree and warrant that they have made no changes or altered this RFP in any way, and are authorized to make all commitments set forth in this RFP response. Representatives signing below also agree that all responses to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC and the vendor as an addendum and become legally binding.

Our response is for the following services and products described in the NHCAC RFP dated February 26, 2021.

Company _____
Name of Company

Signature Date: _____

Print Name and Title

Address: _____

Telephone Number: _____

V. EVALUATION AND SUBMISSION INSTRUCTIONS

NHCAC will convene a selection group to review the proposals and information received in response to this RFP. During this review process, additional information may be required of the respondent/vendor and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expect completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Section III. above.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the due date.

NHCAC Point of Contact

Joan M. Quigley
President/CEO
North Hudson Community Action Corporation
800 – 31st Street
Union City, New Jersey 07087
Email: joan.quigley@nhcac.org
Telephone: (201) 210-0100
Facsimile: (201) 348-0100

Sealed bids should be provided in both electronic and hard copy formats by no later than 12:00pm noon March 11, 2021. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner "Proposal for 27-Passenger School Bus (2022)"
Include 3 references on Bid Form. (Attached)

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation.

EXHIBIT 1 (Bid Form/References)

Please complete

<u>Product</u>	<u>Price</u>

References

1. _____

2. _____

3. _____

