

REQUEST FOR PROPOSALS (RFP) FOR A USED MINI BUS

October 12, 2008

The Inland Valley Development Agency (IVDA) is issuing this Request for Proposals (RFP) from qualified used mini bus sellers. Copies of the Proposal Package may be downloaded from the IVDA website at www.sbdairport.com under "RFP/Bids". Parties are encouraged to check the IVDA website for any supplemental information which may be posted for the benefit of preparation of Proposal packages.

Responses to this RFP (Proposals) are due at the IVDA's administrative office no later than 2:00 p.m. local time on Tuesday, October 28, 2008.

All Proposals will be time-stamped upon receipt, and any Proposals received after the time specified above will be returned unopened. Please submit two (2) original copies of the Proposal addressed to the attention of Ms. Kelly Berry, Clerk of the Board, 294 S. Leland Norton Way, Suite 1, San Bernardino, CA 92408. In bold lettering, mark the envelope with the following words: "RFP – USED MINI BUS." Proposals shall be concise, containing no more than twenty (20) single sided pages of material per proposed mini bus. Please note that the completed Pricing page, Company Information Sheets, and completed Subcontractor Information Sheets will be considered part of the twenty (20) pages.

In order to control the dissemination of information regarding this RFP, organizations interested in submitting Proposals shall not make personal contact with any member of the IVDA Commission or other IVDA staff members. All questions should be directed via e-mail to the individual listed below with the words "RFP – Mini Bus" entered on the email subject line:

Raymond Hunting, C.M.
San Bernardino International Airport Authority
294 S. Leland Norton Way, Suite #1
San Bernardino, CA 92408-0131

Phone: (909) 382-4100
Fax: (909) 382-4106
Email: rhunting@sbdairport.com

Proposals shall be signed by an authorized individual or officer of the firm submitting the Proposal. Proposals may be withdrawn by the submitting firm at any time prior to the closing date and time for receipt of Proposals.

The IVDA reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interests of the IVDA. Additionally, the IVDA reserves the right to waive any informality in the RFP. Respondents to this RFP shall be responsible for any and all expenses incurred in preparing said Proposals.

GENERAL INFORMATION

All Proposals shall include the information listed below. It is requested that all Proposals be organized in the following format:

- 1) **Title Sheet:** A title sheet containing: (i) the Respondent's company name and address, including type of entity (sole proprietorship, partnership, or corporation, including whether public or private); (ii) the name and address of any sub-contractors, or others participating in the sale of the used mini bus; and, (iii) the full name, title, mailing address, e-mail address, telephone and facsimile numbers of the individual(s) authorized to represent and contractually bind the Respondent.
- 2) **Company Information:** Include a completed Company Information Sheet providing a list of all company principals and a completed Subcontractor Information Sheet for each subcontractor. Company Information Sheet and Subcontractor Information sheets are provided herewith.
- 3) **Table of Contents:** List key sections of your Proposal to assist the reviewer in locating relevant information contained in your Proposal.
- 4) **Capabilities:** Respondents to this RFP shall propose to offer for sale to the IVDA one or more used mini bus(s) that meets the following minimum specifications:
 - Seating: 20-30 passengers
 - Engine: Gasoline or Diesel powered
 - Frame: Ford 350/450 size frame, or similar
 - Date of Manufacture: After January 1, 2005
 - Mileage: Less than 25,000 original miles
 - Air Conditioning: Front/ Rear units
 - Transmission: Automatic
 - Storage area: Not required
 - Wheelchair Access: Not required
 - Must meet California SMOG requirements and Seller to provide a current SMOG certificate at the time of sale

Preferred Options, but not required:

- Intercom system
- Rubber floors
- Vinyl seats

- 5) **Other supporting data:** Color pictures of the vehicle must be included. A minimum of six (6) pictures are needed: front, both sides, back, and two (2) interior pictures. Data sheets on the proposed vehicle must be included. The data sheets need to have technical and functional information on the different aspects of the vehicle

The IVDA anticipates that the selection of a preferred firm for the Mini Bus will occur by November 14, 2008, and negotiation of an agreement will be concluded soon thereafter. After a final agreement has been approved and executed by the IVDA Board, a Purchase order will be issued.

Proposals

Proposals shall be concise, containing no more than twenty (20) single sided pages of material. Please note that the Table of Contents, Pricing page completed Company Information Sheets, completed Subcontractor Information Sheets, and Cost sheet will be considered part of the twenty (20) pages.

This RFP does not commit the IVDA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

The IVDA reserves the right to cancel, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date and submittal requirements. If the IVDA cancels or revises the RFP, all Respondents of record will be notified in writing by the IVDA.

Selection announcements, contract awards and all data provided by the IVDA shall be protected from public disclosure by review by an independent consultant firm to the maximum extent allowed under California law.

Should modification or clarification to this RFP become necessary, a written addendum shall be posted to the Airport's website at www.sbdairport.com under "RFPs/Bids." It is the responsibility of consultant firms seeking to respond to this RFP to monitor the Airport's website for any such addendums.

Proposal Submittal

Responses to this RFP (Proposals) are due at the IVDA's administrative office no later than 1:00 p.m. local time on Tuesday October 28th, 2008.

All Proposals will be time-stamped upon receipt, and any Proposals received after the time specified above will be returned unopened. Please submit two (2) original copies of the Proposal addressed to the attention of Ms. Kelly Berry, Clerk of the Board. In bold lettering, mark the envelope with the following words: "**Used Mini Bus.**"

If mail delivery is used, it is advised that the Proposal be mailed early enough to provide for arrival by the deadline. Use of the U.S. Postal Service or courier service will be at consultant's own risk. IVDA will not be liable or responsible for any late delivery of Proposals.

The IVDA reserves the right to request additional information and/or clarifications from any or all firms responding to this RFP.

All submitted Proposals and proposal documents are subject to the provisions of Government Code Section 6250, et seq., commonly known as the California Public Records Act.

All Proposals and related documents are to become the property of IVDA.

Selection of Successful Proposal

It is the IVDA's intent to select the firm that, in the judgment of a selection committee, provides the optimal combination of value and utility to the IVDA.

A selection committee designated by the IVDA will evaluate the Proposals. The selection committee may short-list proposals after the initial evaluation and/or request additional information through interviews, presentations or correspondence.

The IVDA reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the Proposal process, if deemed to be in the best interest of the IVDA.

Contract Person

Raymond Hunting, C.M.
San Bernardino International Airport Authority
294 S. Leland Norton Way, Suite #1
San Bernardino, CA 92408-0131

Phone: (909) 382-4100
Fax: (909) 382-4106
Email: rhunting@sbdairport.com

Inland Valley Development Agency

PRICING PAGE

FOR

USED MINI BUS

Responding to a Request for Proposals for the Inland Valley Development Agency, the undersigned Respondent agrees to furnish and deliver the Mini Bus in good order in accordance with the attached Mini Bus capabilities.

I/We propose and agree to furnish and deliver the Mini Bus in good order and in accordance with the respective Specifications to the Inland Valley Development Agency and will accept as full payment therefore the following amount:

Manufacturer: _____ **Model Year:** _____

Model: _____ **Exterior Color:** _____

Warranty: _____ **Interior Color:** _____

Cost for one (1) complete Mini Bus as per RFP capabilities, and

Terms and Conditions. \$ _____

Sales Tax----- \$ _____

Delivery Cost----- \$ _____

Grand Total Cost----- \$ _____

NAME OF RESPONDENT

ADDRESS

AUTHORIZED SIGNATURE

CITY, STATE, ZIP CODE

WITNESS / ATTEST

TELEPHONE NUMBER

SUBCONTRACTOR INFORMATION SHEET

LEGAL NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR: _____

TYPE OF BUSINESS (Check One):

- | | |
|--|--|
| <input type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> JOINT VENTURE |
| <input type="checkbox"/> INDIVIDUAL | |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | |
| <input type="checkbox"/> OTHER _____ | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS/OFFICERS/REPRESENTATIVE(S) OF SUBCONTRACTOR (List All Principals and Officers, Including Joint Venture Partner):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____