

*INCA Community Services, Inc.*



**INVITATION TO BID**

INCA Community Services, Inc. is hereby accepting sealed bids from qualified contractors and/or vendors for the purchase of a new or used vehicle for INCA.

**Contact:** Kristy Mobbs, RAVE Program Director at (580) 889-7393

Bid packets will include:

Additional information and clarification will be supplied to individuals and/or contractors interested in bidding as requested. All bidders must itemize details of proposed vehicle.

Sealed bids clearly marked “ RFP - Vehicle” and clearly identifying the specific package will be accepted until 12:00 p.m., Friday, September 14th, 2018. Bids will then be opened at 1:00 p.m. same day at the Atoka Office located at 371 W. 10th Street, Atoka, OK 74525.

INCA Community Services, Inc. reserves the right to reject any/all bids or to waive any informalities in the bidding process.

INCA Community Services is an equal opportunity service provider and employer.

## General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from individuals, dealers, or contractors to provide bids as described in this Request for Proposal (RFP).
2. This RFP contains the minimum requirements to purchase a new or used vehicle for agency usage. Each section below must be met or exceeded for bids to be accepted.
3. INCA is not liable for any costs the individual, dealer, or contractor incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
4. To be considered, proposals must be delivered to INCA Community Services, Inc., located at 371 W. 10th, Atoka, Oklahoma, 74525, Sealed bids must be clearly marked "RFP - Vehicle" on or before 12:00 p.m., Friday, September 14th, 2018. Our mailing Address is P. O. Box 807, Atoka, Oklahoma 74525.
  - a. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA's office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
5. INCA has a basic policy of purchasing goods and services from vendors, contractors, and suppliers who are in compliance with Federal, State and Local Laws, and regulations governing equal employment practices.
6. INCA has adopted the policy of giving preference to minority owned businesses over other vendors offering goods and services of comparable quality and value.
7. Bidders are encouraged to contact Kristy Mobbs at 580-889-7393 for more information. **The last day to seek clarification/ask questions will be Thursday, September 13th, 2018 at 5:00 p.m.**

<b>Body &amp; Chassis</b>	<b>Minimum Req.</b>	<b>Enter Vehicle Specification and Manufacturer Option Codes</b>
Vehicle Type	SUV	
<b>Engine</b>		
Engine Type ( Cylinder/Liter )	V-6/3.5Liter	
<b>Transmission</b>		
Automatic	Auto Trans.	
<b>Drive Axle</b>		
Primary Drive Axle	2-4 WHL L/H Front Drive	
<b>Fuel</b>		
Fuel Capacity min Liters(Gals)	Easy fuel capless filler/Gas	
<b>Exterior</b>		
Paint	One Color Paint	
<b>Doors &amp; Windows</b>		
Doors	4 Doors	
Door Locks	Power Doors, keyless entry	
Windows	Power Windows	
<b>Floor</b>		
Floor Covering	Carpet with floor mats-1st & 2nd row	
<b>Interior</b>		
Air Conditioning	Dual zone electronic	
Radio	AM/FM/Clock	
Tilt & Cruise	Tilt Wheel & Cruise Control	
<b>Seats</b>		

Seating Capacity min.	At least 5 Passenger seating	
Seats	Leather	
<b>Safety</b>		
Brakes	Power Anti Lock	
Restraint System All Pass	Seat Belts, All Passengers	
Air Bags	Dual stage front airbags	
<b>Suspension</b>		
Suspension/Shocks	Advancetrac with RSC	
<b>Tires &amp; Wheels</b>		
Tires & Wheels	18 chrome Alum wheels	
<b>Mileage (optional new/used)</b>		
Current Mileage On Used Vehicle	Under 95,000	
Current Mileage on New Vehicle	Under 3,000	
<b>Warranty</b>		
Bumper to Bumper Warranty	Optional (only for new)	
Drive Train Warranty	Optional (only for new)	
	<b>PURCHASE PRICE:</b>	