



REQUEST FOR PROPOSAL

Refrigerators – Delivery, Setup, Pickup and Disposal

Multi-Purpose Community Action (MPCAA), a nonprofit corporation and special district of the Commonwealth of Kentucky, in accordance with KRS 273.405 et sequens, is seeking a Designated Vendor for the goods or services described on page **3** of this Request for Proposal (RFP). Based upon an evaluation of the bids submitted, MPCAA will designate a vendor(s) for the specified and related goods or services for a period of **14** months from the designation. Your RFP Response should address the following:

1. Your company's ordering process.
2. Timeliness of delivery from the time of order. Please specify if delivery times will vary based on location.
3. The method of delivery – specify if you use a third party delivery service, procedures for scheduling deliveries, etc.
4. Procedures related to resolving customer service issues including warranty issues and non-responsive customers.
5. Terms of payment and invoicing process.
6. How your company complies with EPA disposal requirements. Documentation of this process is required.

MPCAA currently operates the Weatherization program in Shelby, Bullitt, Spencer, and Jefferson Counties. The Weatherization program replaces older model high energy use refrigerators in qualifying participant homes with efficient Energy Star rated refrigerators. The older refrigerator **MUST** be removed from the premise and disposed of using EPA guidelines.

Vendors will be provided with a purchase order which includes the participant's name, address, and phone number for delivery purposes. A copy of the delivery receipt must be provided to MPCAA with the customer's signature prior to payment.

Submission Requirements:

Acceptable bids must meet the following requirements:

1. Complete and return pages **3-4** of this RFP.
2. Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 5:00 p.m., Eastern Time, **April 18, 2018** to:

Kim Embrey-Hill
Multi-Purpose Community Action
PO Box 305
Shelbyville, KY 40066

3. The sealed outside envelope must be Marked:

Sealed Bid, Refrigerators - Delivery, Setup, Pickup and Disposal, April 18, 2018

4. In submitting a bid in response to this RFP, vendor is certifying that pricing is firm and will be honored if accepted within 7 days of the date in requirement 2, above.
5. Delivery and old refrigerator disposal fees must be included in the price of the refrigerator. Please do not list delivery fees as a separate line item. Note: ALL old refrigerators must be removed and disposed of using EPA Guidelines.
6. Vendors must bid on refrigerator pricing for the counties of Shelby, Jefferson, Bullitt and Spencer. The vendor should provide one price per unit (including delivery). Do not price the units differently for each county. The majority of the deliveries will be in Jefferson County.

Applicable Terms and Conditions:

- 1) The items or services and quantities listed on page **3** of this RFP represent MPCAAs projected requirements for 14 months. MPCAAs reserves the right to adjust these projections over the course of the designation. Additionally, the item specifications and services listed are representative of anticipated products/services to be purchased. Some or all of the requirements are subject to change to meet program requirements.
- 2) While a designation will be made for a period of 12 months, MPCAAs reserves the right to cancel the designation should it determine that the vendor is unable to meet MPCAAs standards for quality or timeliness of delivery or upon determination that another vendor is able to meet the program criteria while providing significantly lower prices.
- 3) MPCAAs reserves the right to reject any bids which do not conform to the terms of this RFP and its current purchasing policies and administrative procedures.
- 4) MPCAAs reserves the right to cancel this procurement action prior to the designation of a vendor.
- 5) MPCAAs reserves the right to negotiate final terms, items, quantities, etc. with the vendor that is designated as a result of this RFP.
- 6) MPCAAs is tax exempt. The designated vendor shall be provided with certificate of exemption or other suitable documentation.
- 7) Once a vendor has been designated, actual purchases shall be made through authorized Purchase Orders as MPCAAs purchasing procedures require.
- 8) MPCAAs is authorized to purchase under the Commonwealth of Kentucky's State Price Contracts or General Services Administration (GSA) pricing. Bidders with a Kentucky State Price Contract or GSA pricing must quote prices that are equal to or below their current Kentucky Price Contract or GSA pricing, whichever is lowest. By submitting a bid, you agree that if designated, you will furnish all purchased goods or services during the period of designation at or below your State Price Contract or GSA pricing, as applicable.
- 9) Payment terms are net 30 days of receipt of invoice unless otherwise agreed in writing by MPCAAs.

**MPCAA WEATHERIZATION FOR
JEFFERSON, SHELBY, BULLITT, AND SPENCER COUNTIES
REQUEST FOR PROPOSAL**

Request for Proposal: Refrigerators (White or Black)/Delivery and Setup/Pickup and Disposal

	Estimated Quantity 5/1/18-6/30/19	Contractor Price
15 cu. ft. <u>Energy Star</u> Refrigerator <u>No Icemaker</u>	5	
18.2 cu. ft. <u>Energy Star</u> Refrigerator <u>No Icemaker</u>	25	
21 cu. ft. <u>Energy Star</u> Refrigerator <u>No Icemaker</u>	5	
<p>*Delivery and Setup in all counties as outlined in RFP.</p> <p>* The chosen vendor must be able to provide a certificate that disposal methods meet EPA guidelines.</p> <p>* A copy of the delivery receipt must be provided to MPCAA with the customer's signature prior to payment.</p>		

Appendix D

Bidder Information:

Name:

Address:

City/State/Zip

Telephone:(_____) _____

Contact Person: _____ (Name) _____ (Title)

State Price Contract Number (s) (if applicable): _____
