



**Baby TALK Decatur, IL**  
**REQUEST FOR PROPOSAL (RFP)**  
**FOR THE**  
**PURCHASE OF FOUR (4) MINI VANS AND ONE**  
**(1) SEDAN FLEET VEHICLES**

**NOTICE TO BIDDERS**

**NOTICE** is hereby given that Baby TALK Decatur, Illinois, is seeking proposals from qualified new automobile dealers for the purchase of a four (4) 7 passenger mini-vans and one (1) sedan with 6yr/100k mile extended warranty. All proposals must be clearly marked “**SEALED BID – Baby TALK FLEET VEHICLES**” to the Baby TALK c/o Business Director 500 East Lakeshore Dr. Decatur, Il 62521 prior to Wednesday, November 26, 2019 at 3:00 pm, at which time they will be publicly opened and acknowledged. Any RFP delivered or received after 3:00 p.m. will not be considered and shall be returned unopened to the addressee. Baby TALK reserves the right to reject any or all proposals.

Any and all questions or requests for information relating to this Request for Proposal may be directed to Michele Stine at [michele@babytalk.org](mailto:michele@babytalk.org) or via telephone at (217) 475-2234.

**POSTED** this **20<sup>th</sup>** day of **November, 2019** on the Baby TALK facebook page and on the webpage [www.babytalk.org](http://www.babytalk.org) . **TIME: 5:00 p.m.**

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**DECATUR, ILLINOIS**

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TARA WINTER -Development Director



Baby TALK  
500 E. Lakeshore Dr.  
Decatur, IL 62521

TELEPHONE: (217)475-2234

REQUEST FOR PROPOSALS (RFP)

Proposal Title: Request for Purchase of five (5) Fleet Vehicles  
Proposal Closing Time: 3:00 p.m. Central Standard Time  
Proposal Closing Date: November 26, 2019 3:00 p.m. Central Standard Time

Technical Proposal Opening: November 20, 2019 3:00 p.m. Central Standard Time

Note: Proposals will not be accepted via facsimile or e-mail

Specification questions: Michele Stine  
Business Director  
Baby TALK  
500 E. Lakeshore Dr.  
Decatur IL 62521  
217-475-2234

## INTRODUCTION

### A. Request for Proposal

Baby TALK requests proposals (RFP) to purchase four (4) 7 passenger mini-vans and one (1) 5 passenger sedan with a six (6) year/ 100,000 mile extended warrant. The objective of this Request for Proposal (RFP) is to identify a vendor that can offer the highest quality service at the lowest cost to Baby TALK. This objective is similar for all goods and services placed on a competitive bidding approach by Baby TALK. Baby TALK is a 501 c (3) charitable organization.

### B. General Vehicle Specifications:

1. (New) 2019 or 2020 year model
2. White
3. Gas Fueled
4. Six year/100,000 mile extended warranty
5. Automatic Transmission
6. Air-conditioning
7. Back up camera
8. All standard options
9. Seating minimum of 7 for vans and 5 for sedan
10. Three (3) sets of keys

### C. Proposal Procedures

1. A proposer shall use the attached Proposal Form, Exhibit A, in submitting a proposal. It is required that the Proposal Form be completed in its entirety.
2. The proposal must be submitted in a sealed envelope bearing the title "Baby TALK Fleet Vehicle " along with the name and address of the proposer. The proposer shall submit one copy of the completed Proposal Form and the other required information identified below and shall be directed to Michele Stine 500 E. Lakeshore Dr. Decatur, IL 62521 no later than 3:00 p.m. on November 26th, 2019.
3. A proposer may submit written questions to clarify any matters relating to this request for proposals. The proposer's question(s) and Baby TALK response will be shared with all applicants that obtained a RFP.
4. Michele Stine, Business Director (217) 475-2234 or michele@babytalk.org may be contacted for any questions concerning this RFP.
5. Baby TALK reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any RFP, and to accept or reject any item or combination of items.
6. All costs incurred by the proposer in responding to the RFP shall be borne by the proposer.

7. Unauthorized modifications of specifications, forms or terms may render the proposal invalid.

D. Selection process

Baby TALK will evaluate the merit of the proposals received. The sole objective of this evaluation will be to recommend the Vendor whose proposal is most responsive to the Baby TALK's fleet needs. Meeting the legal qualifications and the terms and conditions specified in the RFP;

1. Completeness of Exhibit A, the Proposal Form;
2. Submission of the required information;
3. Ability to deliver the vehicles by December 31st 2019;
4. Cost of the proposed vehicles;

## SUBMISSION OF PROPOSALS

The proposal must be submitted in a sealed envelope bearing the title "Baby TALK Fleet Vehicles" along with the name and address of the proposer. The proposer shall submit one (1) copy of the completed Proposal Form and the other required information identified below to:

Deadline for submission is 3:00 p.m. (CST), November 26, 2019. Proposals received after that time will not be considered and will be returned to the proposer unopened.

Other requirements are listed below:

- A. One (1) copy of the proposal shall be submitted.
- B. All information requested of the proposer by the RFP shall be provided. Failure to do so may disqualify the proposal.
- C. All information shall be entered in ink or typewritten.
- D. Proposal shall be signed by an authorized representative of the company.
- E. Proposals may be submitted in a sealed envelope or box to the address shown above.

- F. Proposals may be submitted in person, by U.S. Mail, Special Delivery or courier service. No facsimile or e-mail proposals will be accepted
- G. All exceptions to any point of the RFP must be clearly shown. It is suggested that exceptions be made as a separate section within the proposal for clarity.

#### SECTION VI – PROPOSER’S RESPONSIBILITY

Proposers should carefully examine the entire RFP and any addenda thereto, and any related materials and dates referenced in the RFP. Proposers shall become fully aware of the nature and location of the work. All proposers are responsible for the cost to produce their proposal. All proposers are responsible for their proposal’s content, timeliness of submission and withdrawal.

EXHIBIT A  
Baby TALK  
PROPOSAL FORM

Baby TALK RFP FOR THE PURCHASE OF FOUR (4) 7 MINI VANS  
AND ONE (1) SEDAN FLEET VEHICLES

Company Name: \_\_\_\_\_

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

Company Phone: \_\_\_\_\_

Official Submitting: \_\_\_\_\_

Title of Official: \_\_\_\_\_

Instructions

Please respond in the following sections.

A. Products/Pricing : Provide detailed breakdown of description of vehicle and any additional costs. Include a detailed description of the pricing available for volume purchases by make and model.

Please attach the proposed vehicle spec sheet to this form.

SIGNATURE OF ENTIRE PROPOSAL AND SUBMITTALS

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Print or Type Name

ADDRESS: \_\_\_\_\_  
Street Address and/or P.O. Box Number

\_\_\_\_\_  
City State Zip Code

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RETURN ENTIRE RFP PACKAGE AND ALL DOCUMENTATION REQUIRED  
BY THIS REQUEST FOR PROPOSAL

## PROPOSAL AFFADAVIT

**AUTHORIZED OFFICER:** All pages in proposal containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on this proposal.

The undersigned offers and agrees to furnish all of the services stated in the accompanying proposal. The period of acceptance of this proposal will be ninety (90) calendar days from the date of the proposal closing, unless otherwise indicated by proposer.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, who after being by me duly sworn, did depose and say:

“I, \_\_\_\_\_ am a duly authorized officer or/agent for  
(name)

\_\_\_\_\_ and have been duly authorized to execute the  
(name of firm)  
foregoing proposal on behalf of the said: \_\_\_\_\_

I hereby certify that the foregoing proposal has not been prepared in collusion with any other proposer or other person or persons engaged in the same line of business prior to the official receipt of this proposal. Further, I certify that the proposer is not now, nor has been for the past six (6) months, directly or indirectly concerning in any pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon.

Name and address of Proposer: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
BY: (print name) (Signature) (Title)

SUBSCRIBED AND SWORN to before me by the above named \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

**RETURN THIS AFFIDAVIT AS PART OF PROPOSAL**