



Request For Proposals (RFP)
Mobile Food Service Bus Retrofit
May 2, 2018

**Request for Proposals (RFP)
For A
Mobile Meal Bus Retrofit**

Fresno Economic Opportunities Commission (Fresno EOC)
1920 Mariposa Mall, Suite 330
Fresno, CA 93721

May 2, 2018



Summary and Background

Fresno EOC (The Agency) is soliciting the professional services to fabricate and retrofit a used late model school bus into a mobile food concession vehicle for the Agency's Summer Food Service Program (SFSP). Fresno County ranks eighth among California's 58 counties for percentage of children living in food-insecure households; nearly one in three children (more than 81,000) in Fresno County have limited or uncertain access to adequate food. Fresno County is beset by "food deserts," or neighborhoods that lack close and accessible sources of healthy food. A lack of nutritious food in found children's neighborhoods leads to increases in their consumption of unhealthy fast food and sugar-sweetened beverages, contributing to obesity and other ailments. The development of the Mobile Food Service Bus will serve meals to children for USDA reimbursement in the Summer Food Service Program (SFSP) up to 90 days per year, 65 days in summer and 25 days in winter.

The Food and Nutrition Services (FNS) division of the United States Department of Agriculture (USDA) administers the SFSP initiative. Fresno EOC initiated this program service in 1991; from 2010 to the present the Agency distributed more than 750,000 meals to communities throughout Fresno County, providing much needed nutrition to children facing food insecurity during breaks from school. The Mobile Food Service Bus represents an expansion of services in reaching an ever increasing demand of providing healthy meals to children residing in "food deserts".

About Fresno Economic Opportunities Commission (Fresno EOC)

Founded in 1965, Fresno EOC has spent over five decades investing in people, helping them become self-sufficient contributing members of the community. The scope of service provided by our Agency address almost all facets of the causes and/or conditions of poverty. Activities include, but are not limited, pre-school education, charter high schools, vocational training, homeless youth, human trafficking, senior citizen volunteers, food services, weatherization, solar, health, dental, transit, nutritional, business and economic development services. See www.fresnoeoc.org for additional information. and the YouTube video presenting the vehicle's purpose.

Fresno EOC is a private, nonprofit 501(c) (3) corporation governed by a twenty-four (24) member tripartite Board of Commissioners under the auspices of the Economic Opportunity Act of 1964. Eight of those twenty-four members are public elected officials or their designee; eight members are from the business sector, public agencies, and community groups; the remaining eight members are elected low-income target area representatives from throughout Fresno County. Fresno EOC has an annual operating budget of \$100 + Million dollars and a staff of over 1,250 people.

Proposal Guidelines

This Request for Proposals represents the Agency's procurement requirements for an open and competitive process. Proposals will be accepted up until *May 16, 2018, 4:00 PM Pacific Coast Time*. Proposals received after this deadline will be returned to the sender. All proposals must be signed by an official agent or representative of the contractor submitting the proposal.



All proposals must contain a “Scope of Work” that describes how the contractor will perform all of the activities required to complete the work to be performed and the time schedule to complete the vehicle’s retrofit. The cost of all activities including sales tax and permit/inspection estimates should be in the proposal’s budget.

All contractual terms and conditions will include the scope of work, total price for the Mobile Food Service Bus including sales tax and permit/inspection estimates budget, schedule, and other necessary items pertaining to the project with Fresno EOC and the award winning contractor.

Fresno EOC is responsible for providing the contractor with an executed transfer of ownership and registration, and a current statement of vehicle insurance under the Agency’s blanketed insurance policy before work commences.

Scope of Work

Please refer to the last pages of the RFP for the photos of the 1999 Blue Bird bus with a CNG Cummins Engine bus Fresno EOC intends to retrofit. Which contains approximately 150 sq. ft. of interior space (from the rear of the driver’s seat to the back of the bus). The CNG tanks are located under the bus chassis.

The bus retrofit and fabrication process listed below,

- Design consultation with the Agency’s Food Services staff to develop interior and exterior plans; including rough and finished building material/equipment specifications, mechanical and electrical plans, access and egress considerations,
- Coordinate and assist Fresno EOC in developing necessary submissions to the County Health Department for permits, inspections, and licensing requirements if applicable.
- Fabricate the Bus to meet Department of Transportation requirements, specifications, and standards.
- Install all equipment as specified in the approved County Health Department plan if applicable. All materials and equipment are specified as new items. The contractor may request to specify the installation of used materials; as a substitute product in the event that the new material/equipment specified is not available to the contractor in meeting the stated completion deadline. Fresno EOC’s requires its authorization for material changes or substitutions.
- Inspection, approval and HDC sticker assigned to bus by the State of California certified inspection service.
- The contractor guarantees the bus will pass the County Public Health Inspection/Plan Check and the acquisition of the *State of California Housing & Community Development* HCD approval/insignia.

Deliverables

Fresno EOC has contractual/financial obligations with its funding sources to complete this retrofit project. The Agency anticipates the delivery of an operable and permitted vehicle in **45 calendar days**



of contract award. Contactors must commit and stay on schedule to its design, permitting and construction timeline.

Significant Dates for this RFP Process

- May 02, 2018 – Notification of the RFQ.
- May 09, 2018 – Q & A deadline.
- May 16, 2018 – Proposals due, 4:00 PM Pacific Coast Time.
- May 18, 2018 – Notification of awarding contractor.

Budget

All proposals must include projected costs to complete the items described above.

Contractor's Qualifications

Consultants should provide the following information as part of their proposal for consideration:

- Description of experience in organization development consulting,
- Description of experience facilitating team building training,
- Examples of past work that you have done in this area, and
- Anticipated human resources you will assign to this project (total number, role, title, experience).

Evaluation

All proposals will be reviewed, and evaluated with highly evaluated contractors may be invited to further discuss Fresno EOC's project. Fresno EOC will evaluate all proposals based on the following criteria:

1. Bidder Qualifications - 15 points Maximum,
2. Certified Women owned, minority owned business or disabled veteran owned business – 15 points, and
3. Proposed Project Cost – 30 points.

Proprietary Proposal Material

Fresno EOC respects your professional privacy, any proprietary information revealed in the proposal should, therefore, be clearly identified as such.



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Insurance

Selected contractor will be required to demonstrate proof of insurance sufficient to protect all parties involved in the performance of the scope of work. Insurance requirements are in the contract agreement.

Litigation

Provide specific information on the termination of any contract you have been involved in (for default), litigation, settled, or judgments entered within the last five (5) years involving your firm, joint venture partners, or sub-consultants. Also, provide information on any convictions for filing false claims within the past five (5) years.

Conflict of Interest

Please provide a statement of conflict your company, sub-contracting firms and/or key employees may have regarding these services. The statement should not only include actual conflicts, but also any perceived working relationships by disinterested parties as a conflict. If there are no potential conflicts of interest please state so.

Women/Disabled Veteran/Minority-Owned Small Businesses

Contractors that qualify as a woman/disabled veteran/minority-owned small business should provide a publically certified document or a self-certification statement that is subject to examination.

Rejection of Contractor's Proposal

The consultant acknowledges the right of Fresno EOC to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the consultant's Proposal deemed most favorable to Fresno EOC after all have been examined and evaluated. In addition, the consultant recognizes the right of Fresno EOC to reject a proposal if the consultant's proposal is in any way incomplete or irregular.

Questions

Direct all questions to Bill Simon, via email, bill.simon@fresnoeoc.org. All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage www.fresnoeoc.org. Fresno EOC will not accept questions after May 9, 2018.

Proposal Submission

Fresno EOC requires a digital file submissions of your proposal to bill.simon@fresnoeoc.org no later than *May 16, 2018 at 4:00 PM Pacific Coast Time*. Please sign and return the authorization statement on the following page with your proposal.



- Please submit a digital proposal in a pdf format to, bill.simon@fresnoeoc.org with subject line: *Mobile Meal Bus Retrofit*

Mobile Meal Bus Retrofit Proposal Evaluation Form
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Maximum Points	Proposal Score
100	

1. Bidder Qualifications (15 Pts Max.)

<i>Years in business, Experience, Management</i>	5	
<i>Ability to Meet Deadline, Skilled Labor</i>	5	
<i>Knowledge of CA Laws codes, regulations, requirements and procedures</i>	5	

2. Certified Women owned, minority owned business or disabled veteran owned business

<i>Must Provide copies of public certification or self-certification at contract execution</i>	15	
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3. Cost

<i>Proposed Project Cost and Payment Terms*</i>	70	
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4. Total

<i>Total Score</i>	100	
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*The lowest bid shall be determined based on the sum of the Base Bid without any consideration of the bid price for additive or deductive alternate(s), if any. Owner reserves the right to add the additive alternate(s) or deductive alternate(s) after the successful bidder is determined. Please present your most favorable payment terms.



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AUTHORIZATION:

The undersigned hereby asserts that he/she is duly authorized to submit this Proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with Fresno Economic Opportunities Commission should he/she be selected and approved for services, as negotiated.

Name of Firm/Contractor

Name of Principal/CEO/Owner

Print

Signature

Title

Phone

Address

City/State/Zip

Date

License # (if applicable)

Email



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