



40+ Years Proudly Serving Flathead, Lincoln, Lake and Sanders Counties.

October 5, 2022

Main Office

214 Main Street
PO Box 88
Kalispell, MT 59904
Phone: 406-752-6565
Fax: 406-752-6582

Outreach Offices

933 Farm to Market Rd.
Suite B
Libby, MT 59923
Phone: 406-293-2712
Fax: 406-293-2979

110 Main Street
PO Box 132
Polson, MT 59860
Phone: 406-883-3470
Fax: 406-883-3481

HRDC District 10

www.capnm.net



Dear Vendor:

Northwest Montana Human Resources, Inc. dba Community Action Partnership of Northwest Montana is a private, **non-profit** agency. We provide community services to eligible clients with funding from the Montana Department of Health and Human Services, and other grantors and contributors.

We are soliciting competitive sealed proposals for the purchase of a new six passenger vehicle with three rows of seating and four wheel drive, per attached specifications.

Each proposal shall be submitted in a sealed envelope, showing the name and address of the bidder. Please address to Tracy Diaz, Community Action Partnership 214 Main Street, Kalispell MT. 59901 and plainly marked on the outside of the envelope: ***“Proposal on Vehicle Procurement”***.

Please complete **all** the requested information and return to this office no later than 4:30 PM., Friday, October 21, 2022. All proposals will be reviewed for complete information.

Late and/or incomplete proposals will not be accepted. Agency has the right to accept or reject all bids.

If you have any questions, please contact me at 752-6565.

Tracy Diaz
Executive Director

Enc: Specifications
Work sheet

PLEASE NOTE: You may do a proposal for more than one vehicle. However, please quote each vehicle separately. You are welcome to photocopy, the Financial Calculation Summarization sheet if you choose to complete a proposal on more than one vehicle.

MINIMUM VEHICLE SPECIFICATIONS;

1. New – 2022 or 2023
2. Used-2021 or 2022 (note; make model, year and mileage on response)
3. Minimum 3 year bumper to bumper warranty.
4. Extended Warranty options
5. Service Agreement
6. 4 wheel drive
7. Automatic
8. Cruise Control
9. Air Conditioning
10. Non-profit discount or in-kind services
11. Availability / Delivery Date?

Other

Please provide documentation if your business is a small and minority businesses or a women's business enterprises as referenced in 2 CRF 200.32.

<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/>

Please specify any additional features not listed above.

Financial Calculation Summarization

This Sheet is intended to summarize the financial calculations for the purchase price of the vehicle transaction. This cost sheet **does not** replace an itemized cost sheet of each of the vehicles. Please complete separate form for each vehicle.

Price will **not** be the only factor for determining the vehicle purchase. We are basing our decision on the following items: (Please fill in blanks)

Vehicle Base Price: \$ _____

Requested Minimum Specifications: \$ _____

Fees and Taxes: \$ _____

GRAND TOTAL DUE: \$ _____

In addition, we will take into consideration:
Guaranteed Delivery Date

Vehicle must be delivered upon agreement date. If vehicle is not delivered to 214 Main Street, Kalispell, on agreement date, we reserve the right to reject the offer and negotiate a sale with the next vendor.

NOTE: Financing will not be required. A purchase order will be issued upon acceptance of bid, payable next 30 days.

Company Name: _____

Address: _____

Signature of Company Representative

Date

Printed Name of Company Representative

Phone Number