



January 10, 2024

Re: Request for Proposal – Mobile and Enrollment Vehicle

The Kern Community College District on behalf of Cerro Coso Community College, invites your company to submit a Proposal for the Development of a Mobile and Enrollment Vehicle, for its college needs.

Key dates associated with this Request for Proposal include:

First week Advertisement of RFP	January 10, 2024
Second week Advertisement of RFP	January 17, 2024
Deadline for Proposer Questions	January 24, 2024, at 12:00 p.m.
RFP Submission Deadline	January 31, 2024, at 2:00 p.m.
Notice of Award	February 7, 2024
<i>Submitted to the Board of Trustees for Approval</i>	
Board Award Date	March 14, 2024

General Information and Specifications may be obtained at the Kern Community College District, Business Services website at <https://www.kccd.edu/business-services/rfps-bids.html> or interested bidders may register (*registration instructions attached*) at www.publicpurchase.com to obtain the RFP.

If your company is not interested in responding to this bid request, please complete the “No Bid” Response Form, located in Section 11 of the attached Request for Proposal, and return the form via email to purchasing@kccd.edu.

If you have any questions relating to this Request for Proposal offering or would like an electronic copy of the Request for Proposal emailed to you, please contact the Purchasing & Contracts Department via email at purchasing@kccd.edu.

Best wishes,

Cammie Ehret-Stevens
Assistant Director, Purchasing & Contracts



Dear Vendor,

The Kern Community College District Purchasing Department uses an online bid management system called Public Purchase. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. If you would like to do business with our District please complete the registration process detailed below.

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase previously please proceed directly to step 2.

2. Register with Kern Community College District:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with the Kern Community College District. Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

<http://www.publicpurchase.com/gems/kccd.ca/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click "Select Region," and "Select Agency." After selecting [Kern Community College District](#), click on the "Register with [Kern Community College District](#)" on the right hand side of the [Kern Community College District logo](#)

It is important that this second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the Kern Community College District. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor

database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.


Benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in the Kern Community College District vendor registration process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cammie Ehret-Stevens', with a large, stylized flourish at the end.

Cammie Ehret-Stevens
Assistant Director, Purchasing & Contracts



REQUEST FOR PROPOSAL #CC240131

**THE DEVELOPMENT OF A MOBILE AND ENROLLMENT VEHICLE
FOR
CERRO COSO COMMUNITY COLLEGE**

PROPOSAL SUBMISSION DEADLINE

Proposals submitted by	2:00 p.m.
Date:	January 31, 2024

Submit responses electronically through the Public Purchase website at www.publicpurchase.com.

Proposals must be received by the due date and time to be considered.

Delivered to:	Kern Community College District 2100 Chester Avenue Bakersfield, California 93301 Attention: Purchasing & Contracts
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1. GENERAL INFORMATION

1.1. Purpose

The purpose of this Request for Proposal (RFP) is for the development of a Mobile Outreach and Enrollment Vehicle. This unit will be staffed and include technology sufficient for students/prospective students to complete the application process, registration and the FAFSA process in the field. The college will develop an annual calendar that lets us go to students, instead of requiring they come to us or that they initiate becoming a student remotely. A comprehensive mobile unit will be a resource that would help us to more effectively and proactively serve our 18,000 square miles and the rural communities within our service area. This also permits us to capitalize on our presence at various community events, go to employers, meet students at key community gathering events like education fairs. This resolve also helps us to connect with populations that are harder to reach with traditional strategies like low-income adult learners, AB 540 Dreamers, etc. It is postulated that these students are more likely to be eligible for financial aid. Strategies for community outreach are well supported by research. Just recently, Inside Higher Ed had an article, "Reaching Beyond Campus," entirely focused on the importance of taking education and services into the community where students are, particularly in the post-Covid environment. A mobile unit brings a presence in our various communities without increasing the footprint of facilities or office space. Any resulting agreement will be between the supplier whose proposal is selected and the Kern Community College District ("District" or "KCCD") on behalf of Cerro Coso Community College.

1.2. District Contact Person

Submit responses electronically through the Public Purchase website at www.publicpurchase.com.

All questions regarding this Request for Proposal should be directed to:

Purchasing & Contracts
Kern Community College District
2100 Chester Avenue, Bakersfield, CA 93301
Telephone: (661) 336-5100 | E-mail: purchasing@kccd.edu

1.3. RFP Designations

The following designations are used interchangeably and will apply for the purpose of this RFP:

The term "Kern Community College District," "KCCD," or "District," "Cerro Coso Community College" or "College" as used in this RFP shall

be construed to include its employees, officers, and agents at its three campuses.

The term "Vendor," "Candidate," "Supplier" or "Bidder" shall mean any company who submits a response to the RFP to fulfill the conditions and terms of this RFP.

The term "Successful Vendor," "Successful Bidder" or "Awarded Vendor" shall mean the company awarded this contract.

1.4. Key Action Dates

Listed below are important times and dates related to this RFP, including deadlines by which certain actions must be taken. Any changes to these key action dates will be issued as amendments to all prospective Vendors.

First week Advertisement of RFP	January 10, 2024
Second week Advertisement of RFP	January 17, 2024
Deadline for RFP Questions	January 24, 2024, at 12:00 p.m.
RFP Submission Deadline	January 31, 2024, at 2:00 p.m.
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<i>Submitted to the Board of Trustees for Approval</i>	
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2. SCOPE OF PROPOSED SERVICES

The purpose of this RFP is to solicit proposals for a Specialty Outreach Vehicle. Full specifications and requirements are described in Section 4 of this solicitation.

2.1. Cerro Coso Community College Profile

Kern Community College District (KCCD) services communities over 24,800 square miles in parts of Kern, Tulare, Inyo, Mono and San Bernardino counties through the programs of Bakersfield College, Cerro Coso Community College and Porterville College.

KCCD is geographically one of the largest community college districts in the United States, serving over 34,000 students. Our students represent a diversity of religions, economic backgrounds, sexual orientations, abilities, and ethnicities.

While the Kern Community College District was established as a separate entity in 1968 to respond to the changing needs of our communities, education services have been provided to residents for many years at Bakersfield College since 1913; at Porterville College since 1927; and in the Ridgecrest area since 1951 by what is now Cerro Coso Community College. All three colleges are proud members of the California Community College

System and are accredited by the Western Association of Schools and Colleges.

Today, education centers and sites in Delano, downtown Bakersfield, the Mammoth/Bishop area, Edwards Air Force, and the Kern River Valley offer additional convenient, localized instruction for thousands of residents. KCCD's commitment to distance learning and other technological advances is creating increasing opportunities for education through the internet, satellite, and cable television to individuals across our broad service area and beyond.

Cerro Coso Community College is one of three colleges in the Kern Community College District. The College is charged with the responsibility of providing educational opportunities for the widely separated desert, mountain, and valley communities within a sweeping 18,000-mile, four-county region of eastern California.

Cerro Coso's service area includes a population base of just over 85,000 individuals. The College officially opened in the fall of 1973, and within the year began expanding its service area to include the present region.

Cerro Coso, as an institution, has a long history of valuing students as individuals with unique capabilities and needs and a teaching-learning process that motivates students towards excellence.

2.2. Intent

It is the intent of Cerro Coso Community College to select the proposal that best meets the needs of the College in terms of quality, functionality, suitability to purpose, service, price, delivery, and other factors. The vendor with the proposal deemed to be in the best interests of the College will then enter negotiations for the contract. This project has a budget of \$165,000 for the build and delivery of a Mobile Outreach and Enrollment Vehicle. The chassis has already been purchased and will need to be transported to the vendor to be built. This authority pursuant to Public Contract Code Section 20111, Education Code Section 81645 as follows: The governing board of any community college district may contract with an acceptable party who is the one of the three lowest responsible competitive proposal(s) for the purchase, services, supplies, materials, installation, maintenance, or for any portion of the item(s) listed herein, for the equipment for Cerro Coso Community College in any manner the board deems appropriate. Proposals are to be based on the specifications provided and other requirements as instructed in this Request for Proposal.

3. RULES AND INFORMATION GOVERNING COMPETITIVE PROCESS

3.1. Proposal Submittal Process

1. All information must be entered legibly in ink or typewritten. The proposal submitted must not contain any erasures, interlineations, or other corrections.
2. Proposals shall be received by District, at the address stated in this RFP, on or before the date and time required. No oral, telegraphic, telephonic, or facsimile proposals will be considered.
3. Corrections and/or modifications received after the specified closing time will not be accepted.
4. An authorized officer or employee of the responder must sign all responses.
5. Submit responses electronically through the Public Purchase website at www.publicpurchase.com.
6. Addenda issued by the District interpreting or changing any of the items in this RFP, including all modifications thereof, shall be responded to and incorporated in each proposal. The Vendor shall sign and date any Addenda Cover Sheet, submitting it with the proposal, or otherwise expressly acknowledge, in writing, receipt of all addenda.
7. All proposals received by the District will be considered a "Public Record" as defined in California Government Code *section 6252* and shall be open to public inspection, except to the extent of the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to the District in a separate envelope or binder and must be clearly marked as a trade secret. The District will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and the District shall in no way be liable or responsible for any such disclosure. Vendors are advised that the District does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secret materials unless absolutely necessary. No part of the Vendor's proposal or supporting materials will be returned and such material will become the property of the District unless portions of the materials submitted are designated as proprietary at the time of submittal and are specifically requested to be returned.
8. Interested Candidates shall register at www.publicpurchase.com to upload your response electronically.
9. The submission of an electronic proposal to the District is the sole

responsibility of the Vendor. Proposals will not be accepted subsequent to the date and time specified. Proposals received by the District after the specified deadline will not be considered.

10. The District may waive any immaterial deviation or defect in a proposal. The District's waiver shall in no way modify the RFP documents or excuse the Vendor from full compliance with the Scope of Work if awarded the contract.
11. The contract to be negotiated must include the following requirements, as requested by the District.

3.2. Proposal Validity Period

Proposals are to be valid for a period of one hundred eighty (180) days after the deadline for receipt of proposals.

3.3. Withdrawal or Modification of Proposal

Proposals may be withdrawn or modified in writing and submitted via www.publicpurchase.com from the Vendor prior to the deadline for receipt of proposals. No oral withdrawals or modifications will be accepted.

3.4. Basis for Award

Vendor proposals will be evaluated on factors that will measure all the following criteria:

The overall objective of this RFP is to provide the following:

1. Contract awards will be made to the vendor whose offer provides the greatest value, in terms of suitability to purpose, quality of goods and service, training, warranty, experience, price, and ability to deliver.
2. Demonstrations of the proposed equipment configurations may be required from the most responsive vendor prior to making final selection of awards.

The basis of award will be based on evaluation of:

1. Compliance and comprehensiveness with the requirements of this RFP.
2. Ability of the vendor to offer the minimum requirements requested of this RFP.

Bidders will be evaluated on the above criteria in order to select the successful vendor which best meets the needs of the college.

After the initial evaluation, and *if deemed necessary* by the KCCD evaluation committee, vendors whose proposals are initially accepted will be offered an opportunity to give an oral presentation, provide an online demonstration of the a Mobile Outreach and Enrollment Vehicle and to answer questions from the evaluation committee.

3.5. Term

The resulting contract and warranty is intended to be in effect for a term of one (1) year, upon delivery and acceptance of the Mobile and Enrollment Vehicle, subject to the KCCD Board of Trustees approval.

3.6. Termination of Contract

KCCD may elect to terminate the contract, in whole or in part, for its convenience, and such termination shall be effective thirty (30) calendar days after mailing of such Notice of Termination for Convenience to the Vendor. Thereafter, the Vendor shall have no further claim against KCCD under the contract.

The successful Vendor may choose to terminate the contract, and the Vendor must give KCCD 60 days prior written notice by sending an explanation for the termination of their contract to the Kern Community College District, Attention Mike Giacomini, Chief Financial Officer, 2100 Chester Avenue, Bakersfield, CA 93301.

The successful Vendor shall be in compliance with all Federal, State and Local laws governing this invitation to bid.

3.7. Issuing Office

The Kern Community College District is issuing this Request for Proposal (RFP) through the Business Services Purchasing and Contracts Department. The KCCD Business Services Purchasing & Contracts Department is the sole point of contact regarding all contractual matters relating to the requirements described in this RFP, and is the only department authorized to change, modify, or clarify, the specifications, terms, and conditions of this RFP. All communications, including any requests for clarification, concerning this RFP shall be submitted via www.publicpurchase.com prior to the deadline with a subject line: Amendments to RFP CC240131.

3.8. Questions Regarding this RFP

Vendors requiring clarification of the intent or content of this RFP, or on procedural matters regarding the Request for Proposal process, may request clarification by submitting questions via www.publicpurchase.com. Answers to the questions will be provided to all Vendors without identifying the submitter. Questions regarding this RFP must be submitted electronically and using the attached Bidder Inquiry Form in *Section 10* no later than January 24, 2024 at 12:00 p.m.

3.9. Reimbursement of Costs

Each Vendor submitting a proposal is responsible for all costs associated with preparing and submitting a complete proposal, including costs that may be incurred in providing KCCD with additional information and making an oral

presentation. KCCD is under no obligation to reimburse Vendor for any proposal costs or incur any costs on Vendor's behalf.

3.10. Protest Against Award

Any vendor wishing to file a protest against this RFP document must do so in writing within 72 hours after proposals are reviewed by the committee and bidders chosen for an oral presentation, *if deemed necessary*. All protests will be taken under advisement. Any protest received after will not be recognized.

A protest of any vendor proposal will be delivered to the Kern Community College District, attention Mike Giacomini, Chief Financial Officer, 2100 Chester Avenue, Bakersfield, CA 93301, by certified mail or by personal delivery during normal business working hours.

3.11. Suspension and Debarment

The Vendor certifies, for itself and all its designated partners, that neither the Vendor, nor any designated partners are under suspension or debarment by the LEA (Local Educational Agencies) or any other governmental entity, instrumentality, or authority and, if the Vendor cannot so certify, then it agrees to submit a written explanation as an attachment to this RFP form of why such certification cannot be made. A Vendor must verify its suspension or debarment status.

3.12. Responsibility and Notice of Any Change

It is the Vendor's obligation to see that the services provided are ongoing from and after the effective date of the Vendor Contract and any Purchase Order issued, through the termination date thereof. Accordingly, the Vendor shall notify KCCD and the campus or LEA, by written notification if at any time during the term of the Vendor Contract or any Purchase Order, changes its place of business, becomes delinquent in the payment of taxes, or if it or any of its designated partners are suspended or debarred by any agency, LEA, federal government, or any other state or governmental entity. Such notification shall be made within fifteen (15) days of the date of suspension, debarment, delinquency, or change.

3.13. Defaults

Default by Vendor: The District will hold the Vendor responsible for any damage which may be sustained because of failure or neglect to comply with any term or condition listed herein. It is specifically provided and agreed that time will be of essence in meeting the contract delivery requirements.

If the successful Vendor fails or neglects to furnish or deliver any of the materials, supplies or services listed herein, at the prices named and at the

time and place herein stated, or otherwise fails or neglects to comply with the terms of the Vendor Contract, the District may, upon written notice to the Vendor, cancel the contract/purchase order in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is terminated in whole or in part, purchase the materials, supplies or services elsewhere without further notice to the Vendor. The prices paid by the District at the time such purchases are made will be considered the prevailing market prices. Any extra cost incurred by such default may be collected by the District from the Vendor or deducted from any funds due to the Vendor.

3.14. Insurance Requirements

The successful bidder selected shall furnish to the District, prior to the commencement of services, an underwriter's certificate of insurance reflecting not less than the following limits:

- a. \$2 million per occurrence for Workers' Compensation, if required.
- b. \$1 million per occurrence for Comprehensive General Liability.
- c. \$1 million per occurrence for Automobile Liability.
- d. \$1 million per occurrence for Errors and Omissions insurance.

All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication with a minimum of an A-, VI rating. The district, its trustees, officers, agents, and employees shall be named as additional insured on the General Liability policy. Any deviations from the requisite policy amounts and ratings must be approved by the district.

3.15. Hold Harmless Clause

The successful bidder shall hold harmless and indemnify KCCD from every claim or demand which may be made by reason of:

- a. Any injury to a person or property sustained by the bidder or by any person, firm or corporation, employed directly or indirectly by him upon or in connection with his performance under this bid, however caused.
- b. Any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention, under this bid.
- c. The successful vendor at his own expense and risk shall defend any legal proceedings that may be brought against KCCD on any such claim or demand and satisfy any judgment that may be rendered against any of them.

3.16. Force Majeure

Neither party will incur any liability to the other if its performance of any obligation pursuant to the Vendor Agreement or Purchase Order is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics, and quarantines, throughout the trade, and freight embargoes.

The Vendor shall notify KCCD orally within five (5) business days and in writing within ten (10) business days of the date on which the Vendor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the Vendor Agreement (Purchase Order) is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay if the nature of the force majeure event does not prevent Vendor from reasonably making such estimation. The Vendor shall have the burden of proving that such cause(s) delayed or prevented its performance despite its diligent efforts to perform and shall produce within ten (10) business days of college campus written request such supporting documentation as KCCD may reasonably request. After receipt of such notification, the College Campus may elect either to cancel the Purchase Order or to extend the time for performance as reasonably necessary to compensate for the Vendor's delay.

In the event of a declared emergency by competent governmental authorities, the LEA by notice to the Vendor, may suspend all or a portion of the Purchase Order.

3.17. Declaration of Non-Collusion

This RFP requires the Vendor to attest under the penalty of perjury that no collusion took place in providing a response to this RFP. Vendors must complete the Vendor Non-Collusion Affidavit in *Section 8* of this RFP. If a Vendor cannot answer yes to these questions, he/she/it will not be able to submit a response to this RFP.

3.18. Conflict of Interest

Vendor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interest of the district. Vendor's efforts shall include, but not be limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other consideration which could be deemed to appear to influence individuals to act contrary to the best interest of the district.

3.19. Compliance With Civil Rights Law and Americans with Disabilities Act

The Vendor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 U.S.C. *Section 2000* (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under this RFP or under any project, program, or activity supported by this RFP.

The Vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code *Section 12900*, and Labor Code *Section 1735*. In addition, the Vendor agrees to require like compliance by any subcontracts employed for the services provided by him.

The Vendor hereby assures that it will comply with the Americans with Disabilities Act of 1990, 42 U.S.C. *Sections 12101* et seq., to ensure that disabled individuals shall be reasonably accommodated in accordance with the Act the Vendor shall not exclude from participation in, or deny the benefit of, or otherwise subject a disabled individual to discrimination under this contract, or under any project, program, or activity supported by this RFP. Vendors must complete the Certification of Non-Discrimination in *Section 9* of this RFP.

3.20. Work Hours and Safety Standards Act

In the performance of any purchase order under the contract, the Vendor shall adhere to and comply with all the provisions of *Section 103 and 107* of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) and as supplemented in the Department of Labor regulations (29 CRF Part 5).

3.21. MSDS Sheets

Bidders must include a Material Safety Data Sheet (MSDS) as required by California General Order 5194 for all products that contain hazardous substances with the products shipped.

3.22. Public Agency Clause

Public agencies are authorized by law to purchase off a contract awarded by an agency including all K-12 schools districts, community college districts, special districts and JPAs serving education, pursuant to Public Contract Code *Sections 20118 and 20652*. Using these statutes, the KCCD hereby declares its intent and authorization to allow any contracts awarded under this proposal to be “piggybackable” by other agencies in the state, if the awarded vendor agrees.

KCCD waives any right to receive payment from other California agencies making purchases off the awarded contract. KCCD shall incur no financial

responsibility or liability in connection with the participation by another public agency. Each public agency must accept sole responsibility for its own order placement and payments directly to the awarded Vendor and should consult with legal counsel about the propriety of using the contract resulting from this RFP as a “piggyback.”

4. GENERAL SPECIFICATIONS

4.1. Requirements

Cerro Coso Community College requires the build and delivery of a Mobile Outreach and Enrollment Vehicle with the following product and utility requirements:

Platform for the build is a Mercedes Sprinter Cab Chassis 3500 170” EXT

Body Fabrication

- 2 main rails
- 17 cross members
- 21 vertical framing - 1.5" x 1.5" x 1/8" Aluminum Tube
- 1 corner post - 3" x 1.5" x 1/8" Aluminum Tube
- 16 ceiling framing - 1.5" X 1.5" X 1/8" Aluminum Tube

Exterior Finish

- 12 exterior wall finish material - .063" x 48" x 120" Aluminum Sheeting
- 17 roof finish material - .040" x 103"W Aluminum Roof Roll Sheeting
- 1 aerodynamic roof cap wind deflector
- 1 LED brake maker

Structure

- Layout Exterior Elevations, Rough Openings
- Cutout rough openings

Electrical

- 1 Power panel - 100 Amp Power Panel. PN Series 12-Space 24-Circuit Main Breaker
- 700 Rough in wiring – 120-volt electrical wiring. 12/2 12AWG / 2 Conductor Armored Wire, 120V.
- 500 - 12-volt wiring. 14 AWG Single Stranded
- NEMA rated electrical boxes, conduits and junction boxes.

Insulation

- Foam board insulation. R-8 Foam Board Insulation. R-8 Insulation, 2" x

48" x 96", Foam Board

- Foam board insulation. R-6 Foam Board Insulation. R-8 Insulation, 2" x 48" x 96", Foam Board

Backing Substrate

- Plywood walls - 48" x 96" x 15/32"
- Ceilings - 48" x 96" x 15/32"
- Flooring - 48" x 96" x 23/32" Sheathing

Interior Finish

- 8 Wall finish material - Prefinished Aluminum. .050" x 60" x 120" Aluminum Sheets, Color: "Arctic White"
- 20 Slatwall panels - 2' x 4' Slatwall Panels, Birch Melamine
- 4 Ceiling finish. Prefinished Aluminum. .050" x 60" x 120" Aluminum Sheets, Color: "Arctic White"
- 18 Commercial vinyl flooring - Anti-Microbial Vinyl Belt Continuous Flooring – Color: "Black"

Doors and awning

- 2 Exterior entry door. 36" x 74" Commercial Half Glass Exterior Door
- 6 Fixed glass window - 24" x 36" Fixed Glass Window
- 3 Skylight window - 30.5" x 30.5" Fixed Deck-Mount Skylight with Tempered LowE3 Glass
- Retractable awning - 15' Retractable Coach Awning

Mechanical finish

- 2 HVAC roof top unit - RV Air Conditioner, 15,000 BTU Non-Ducted Heat/Cooling

Electrical finish

- Power inverter - 3000-Watt, Pure Sine Wave 12V Inverter
- 4 Lithium battery - 12V 200 Ah Battery, 12V200AH
- Shore power inlet - 30 AMP Twist and Lock Inlet RV Color: "Black"
- 12 LED surface mount interior lighting - 12 Volt Recessed Lights 3w 6400k White LED
- Side mount scene exterior lighting - 9" x 7" LED Surface Mount Lights, A-7900

Equipment

- Countertop solid surface - 16' x 30" Custom Countertop
- 3 Rolling chairs for seating - Armless Rolling Stool, Dual Point Mounts to

Secure in Transit, Vinyl Seats, Color: "Black."

- Cabinets for storage - 72" 3 Drawer Storage Cabinet, 36" 3 Drawer Storage Cabinet
- 1 ADA wheelchair lift

Technology

- 2 Video display - 43" Class 7 Series LED 4K UHD Smart TV
- 3 Computer monitor - 27" IPS LED FHD Free Sync Monitor (HDMI x2, VGA) with Integrated Speakers, M27FWA - HP Color: "Ceramic White"
- 3 Keyboard and mouse - Wireless Keyboard & Mouse Combo for Windows, 2.4 GHz
- 1 Satellite system - Flat High-Performance Satellite

Safety

- Fire extinguisher - Class ABC Fire Extinguisher w/Metal Nozzle
- First Aid Kit

Paint Application

- Exterior - Single Stage Automotive Finish Color: Paint Coverage Equal to 100% of Platform and Conversion

Graphic Application

- Vinyl graphic printing 50% surface coverage. Wrap Coverage at Less Than or Equal to 50% Exterior Coverage of Entire Platform
- Vinyl graphic installation 50% surface coverage. Wrap Coverage at Less Than or Equal to 50% Exterior Coverage of Entire Platform

Suspension upgrade

- Air ride suspension - Air Suspension

Accessories

- Captain seating - Captain Seat
- Window film - 35% Window Tint
- Supplies - fasteners, clean supplies, glues

Labor

4.2. Experience and References

Proposals will be considered from experienced companies who can demonstrate the capacity to meet all the needs stated in this RFP. The successful bidder shall be an organization that has an excellent record as a provider of a Mobile Outreach and Enrollment Vehicle for the type and scope

of work detailed in this Request for Proposal. To illustrate this, bidders must provide as part of their response to the Request for Proposal:

1. Name and address of operating firm, names of owners or principals of firm. Also include a completed W-9, Request for Taxpayer Identification Number and Certification.
2. List and describe any claims or lawsuits that have been made against Vendor for non-performance or inadequate performance as a provider of a Mobile Outreach and Enrollment Vehicle
3. A minimum of three (3) current and original letters of reference from educational clients that have provided similar services from your organization. Contact information for these references is also required. Provide the client entity name, primary contact name and title, phone number, e-mail, and mailing address. References must include feedback regarding your vendor client relationship, work ethic, work quality, and examples of service provided.

4.3. Lead Time Requirements

Each vendor will be required to state their lead-time requirements for ordering.

5. PRICING SPECIFICATIONS

5.1. Price Proposal

The net cost to Cerro Coso Community College shall take into consideration the various services to be provided. There shall be no separate charges, fees, handling, or other incidental costs except as otherwise provided in this Request for Proposal. All proposed work must be itemized on Bid Schedule I, *Section 12*, as some proposed project components may be selected, and others not based on cost and benefit considerations. At no time shall the contract fee be exceeded without notifying and obtaining written acceptance from the district. **Complete one Bid Schedule for a Mobile Outreach and Enrollment Vehicle.**

5.2. Unit Price

If more than one item is being bid on, itemize each item separately with a unit price. Extensions must be carried out on each item. The District will not be held responsible for calculation errors from the bidder.

5.3. Firm Pricing

Notwithstanding *Section 5.1*, all effective prices shall be firm and not subject to increase for a period of one hundred eighty (180) days after the award of the RFP.

5.4. Taxes

Taxes should not be included in the price of a proposal item. Applicable California (County of Kern) State and Local taxes of 8.25% must be added to the total bid amount listed on a separate line of each bid submitted.

6. ORDERING, SHIPPING AND DELIVERY

6.1. Ordering

To obtain bid pricing, KCCD shall only reference the applicable KCCD authorized agreement numbers on the vendor's online ordering system. No supplier bid numbers, quotes, or reference numbers are required for order placement.

6.2. Acceptance of Purchase Orders

If an award is made, the Successful Vendor may receive a purchase order to furnish the awarded item(s). These purchase orders constitute the vendor's authority to make delivery. All purchase orders received by the Successful Vendor up to and including the expiration date of the resultant agreement are acceptable and must be shipped in accordance with the delivery time specified in the resultant agreement.

6.3. Payment

KCCD will order the items, receive the items from the vendor and pay the vendor upon receipt of invoices.

6.4. Invoicing

All invoices are to be sent directly to the specified bill-to address.

KCCD shall put forth reasonable efforts to make payment by the required payment date. The required payment date is: (a) the date on which payment is due under the terms of the purchase order; or (b) thirty (30) days after a proper invoice actually is received at the "Bill To" address, and the Purchase Order items invoiced are received and accepted by KCCD. Payment may be delayed if the payment amount on an invoice is not based upon the price(s) as stated in the purchase order and the items actually received.

Payment should not be construed by the Successful Vendor as acceptance of the items furnished by the successful vendor. KCCD reserves the right to conduct further testing and inspection after payment, but within a reasonable time after delivery, and to reject the item(s) if such post payment testing or inspection discloses a defect or a failure to meet specifications. KCCD does not pay service charges on any invoice.

6.5. Delivery Requirements

Deliveries shall be delivered to KCCD within 4 months from the date of order at the designated college, as specified on the purchase order. Completion dates of service contracts will be as specified. Time and manner of delivery are essential factors in proper performance of this RFP.

Unless otherwise specified, the Successful Vendor shall be responsible for delivery and shall pay all costs, including drayage, freight, packing, and handling. Delivery will be F.O.B., to the designated College as specified and should be proposed in such a manner. Each item shall be securely and properly packed, and clearly marked as to contents. All shipments shall be accompanied by a packing slip, and KCCD purchase order number shall appear on all cases and packages. Payment for partial deliveries will not be made until the entire order has been completed, unless authorized by KCCD.

6.6. Shipping

Orders must be shipped F.O.B. Destination, Freight Prepaid.

6.7. Delivery Times

The Successful Vendor will establish a delivery schedule for each KCCD account. Next day delivery is expected unless an alternate agreement is made between KCCD and the Successful Vendor. Occasional Saturday delivery may be required and must be within vendor capabilities.

6.8. Inspection and Acceptance

All items provided under the resultant agreement shall meet or exceed the RFP specifications and shall comply with all Federal and California State laws governing their production, handling, processing, and labeling. Inspection and acceptance of all items shall be at the campus of Cerro Coso Community College. Items found to be defective or not in accordance with the RFP specifications shall be replaced by the successful vendor at no cost to KCCD. Failure to replace said items shall be considered sufficient cause for default action under the default provision of the resultant agreement.

6.9. Installation

Vendors must list whether set up or installation is required and includes relevant costs of installation in the bid.

6.10. Training

Vendors must list whether training is required. If so, adequate initial customer training on-site shall be performed by installation personnel before acceptance

of instrument. The Contractor shall instruct routine step-by-step maintenance procedures such as calibration, maintenance, and operational training.

6.11. Warranty and Service

The contractor shall provide a minimum one-year warranty which warrants its hardware and software against defects in materials and workmanship. The Contractor will respond promptly to the district's service requests to ensure continuous system availability. Field service and maintenance shall be provided by qualified technicians who are trained to install and support the a Mobile Outreach and Enrollment Vehicle.

Warranty shall commence as of the date of system acceptance by the district. The contractor warrants that the system, including software and other components, does not and will not abridge or violate any patent right, copyright, or similar claim or property right.

If an annual subscription, extended maintenance, and support (for up to five years, to commence upon expiration of the initial warranty), as well as future purchase costs for equipment and accessories is required, it must be outlined in the proposal and on the Bid Schedule I, *Section 12*.

6.12. Damages for Late Delivery

Liquidated damages shall be assessed and deducted from vendors invoice at the rate of \$100 per day for the balance of items delivered after each specified due date.

7. VENDOR STATEMENT OF INTENT

**TO BE EXECUTED BY VENDOR AND SUBMITTED
WITH ITS PROPOSAL**

TO THE BOARD OF TRUSTEES OF THE
KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, having become familiar with the specifications, contract conditions and requirements, and all other matters concerning the Request for Proposal and contract to be awarded, hereby offers to provide the required products and services, in accordance with its proposal and the proposed contract, subject to the terms and conditions set forth therein, all referenced material and attachments.

Vendor _____
(Type or Print Complete Legal Name of Vendor)

Check One: Sole Ownership _____ Corporation _____
 Partnership _____ Other (*Specify*) _____

By _____
(Signature)

Title _____

IRS or Social Security No. of Vendor _____

Address _____

Phone (_____) _____ - _____

Date _____

8. VENDOR NON-COLLUSION AFFIDAVIT

**TO BE EXECUTED BY VENDOR AND SUBMITTED
WITH ITS PROPOSAL**

(Name) _____, being first duly sworn, disposes and says that:

1. He or she is (Title, or Owner, or N/A) _____ of (Company, or N/A) _____, the Vendor making the foregoing proposal.
2. That the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.
3. That the proposal is genuine and not collusive or sham.
4. That the Vendor has not directly or indirectly induced any other Vendor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Vendor or anyone else to put in a sham proposal, or that anyone shall refrain from proposing.
5. That the Vendor has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Vendor or any other Vendor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
6. That all statements contained in the proposal are true; and further, that the Vendor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

IN WITNESS WHEREOF, the undersigned has executed this Non-collusion Affidavit this ____ day of _____, 2024.

Vendor _____
(Type or Print Complete Legal Name of Vendor)

By _____
(Authorized Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____

9. CERTIFICATION OF NONDISCRIMINATION

**TO BE EXECUTED BY CANDIDATE AND
SUBMITTED WITH ITS PROPOSAL**

Candidate hereby certifies that in performing work or providing services for the district, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual preference, except as provided for in *Section 12940* of the California Government Code. Candidate shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with California Government Code *section 129*.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Nondiscrimination this _____ day of _____, 2024.

CANDIDATE _____
(Type or Print Complete Legal Name of Candidate)

By _____
(Authorized Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____

10. BIDDER INQUIRY FORM

RFP #CC240131 - THE DEVELOPMENT OF A MOBILE AND ENROLLMENT VEHICLE FOR CERRO COSO COMMUNITY COLLEGE

Bidders should use this form to submit questions regarding the RFP. The Kern Community College District will provide a complete list of questions received along with the district's responses to all bidders who participate. Questions will be listed without reference to the source.

Name of Company: _____

Company Representative: _____

Question(s):

11. "NO BID" RESPONSE FORM

"NO BID" RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH TO SUBMIT A BID

If you do not wish to respond to this bid request but would like to remain on the Kern Community College District vendor list for this service/commodity, please remove this form and e-mail to the Purchasing & Contracts Department.

Kern Community College District
Purchasing & Contracts Department
2100 Chester Avenue
Bakersfield, CA 93301
purchasing@kccd.edu

RFP #CC240131 - MOBILE AND ENROLLMENT VEHICLE

Please submit an accessory price sheet for the product model submitted. The accessory price sheet is for future reference and must not be included in the bid price.

ITEMIZED SHEET ATTACHMENT MUST BE MARKED "BID SCHEDULE I ITEMIZATION"

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Name and Title of Authorized Bidder: _____

Signature of Authorized Bidder: _____

12. BID SCHEDULE I

BID SCHEDULE I

Complete one Bid Schedule for RFP Mobile and Enrollment Vehicle

<u>Quantity</u>	<u>Description</u>	<u>Bid Price</u>
1	Mobile and Enrollment Vehicle <i>(as described in Section 4.1 "Requirements" of this solicitation)</i>	\$ _____
1	Year Warranty	\$ _____
1	Delivery, Acceptance, Manual and Training, <i>if applicable</i>	\$ _____
1	Annual Software/Subscription, extended maintenance, and support, <i>if applicable</i>	\$ _____

Attach proposed product itemized description and pricing sheet supporting total bid price. Vendors Submitting bids without complete itemized product description and pricing will be deemed nonresponsive.

Please submit an accessory price sheet for the product model submitted. The accessory price sheet is for future reference and must not be included in the bid price.

ITEMIZED SHEET ATTACHMENT MUST BE MARKED "BID SCHEDULE I ITEMIZATION"

Company Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Email Address: _____

Name and Title of Authorized Bidder: _____

Signature of Authorized Bidder: _____