



Coachella Valley Public Cemetery District

Request for Proposal

Fleet Purchase: Mid-Size Light Duty Truck

Issued: May 23, 2025

Deadline to Submit: June 6, 2025

INTRODUCTION

The Coachella Valley Public Cemetery District ("District") is soliciting proposals for the purchase of a new Mid-Size Light Duty Truck ("Truck") from a licensed dealer ("Vendor"). This Request for Proposal ("RFP") outlines the requirements and selection process.

BACKGROUND

The Coachella Valley Public Cemetery District was formed August 8, 1927, under Section 8890 of the California Health and Safety Code. District boundaries enclose approximately 3,444 square miles. The District has performed over 21,000 interments/burials and has set over 15,000 headstones/grave markers. Total District property consists of sixty acres, twenty-nine of the sixty have been developed for interment purposes.

The District is governed by an appointed five-member Board of Trustees. Laws for the operation of public cemeteries are contained in the California Health and Safety Code. The Board of Trustees meet once a month for regular business meetings. Laws and rules for these meetings and others are contained in the Ralph M. Brown Act found in the California Government Code.

PURPOSE

The District is seeking to replace an existing Full-Size truck with a Truck more suited for passenger commuting. The current truck that is scheduled for decommission and trade-in is a 2021 Ford F150 SC 4x2 SC XL (photos available in Exhibit A). The current truck is utilized for errands and pickups. The new truck will be used primarily as a commuter vehicle.

The overall goal of this RFP is to procure a new truck that meets the needs of the District.

WORK ENVIRONMENT

The new truck will need to successfully perform the following vital functions:

- Comfortable and efficient use as a commuter vehicle
- Perform light duty towing and hauling if needed

EQUIPMENT SPECIFICATIONS

The Truck must meet the following minimum specifications to be considered for this RFP:

- Maximum of 215 inches in length (bumper to bumper)
- 4 or 6 cylinders
- Automatic transmission
- Weight less than 5,000 pounds
- Mpg minimum 20 city (or combined)
- Minimum 300 HP
- Towing capacity minimum 3,000 lbs
- Seating capacity minimum 5

PRICE QUOTE

- Price quoted must be all inclusive - equipment, tax, freight/delivery, etc.
- Maximum Budget for this Purchase (Net):
 - \$50,000.00 (cash)
 - Transaction will include the trade-in value of current Ford F-150

Total price of purchase plus trade-in value cannot exceed \$50,000 net. For example, if Truck cost is \$60,000, and the dealer offers \$30,000 for trade-in, the net cost is \$20,000.

When submitting quotes, please include total purchase price of the new vehicle AND trade-in value being credited for the existing vehicle (Net Cost).

Proposals may be submitted above \$50,000.00 but will be automatically disqualified from consideration if qualified submissions are received below budget.

SCHEDULE FOR SELECTION

RFP Issued: May 23, 2025

Deadline for submittal of questions: June 2, 2025, 5:00 PM (PST)

*Staff responses to questions: June 3, 2025

Deadline for submittal of Proposal: June 6, 2025, 5:00 PM (PST)

RFP Committee evaluation: June 9, 2025

Award of Purchase Agreement: June 13, 2025

Delivery of new Truck and trade-in: June 16, or as soon as is practical thereafter

*All documents related to this RFP, including staff responses to questions submitted, will be publicly posted at CVPCD.org/governance/public-notice

INSTRUCTIONS TO VENDORS

1) EXAMINATION OF PROPOSED DOCUMENTS

By submitting a proposal, the Vendor represents that it has thoroughly examined and become familiar with the equipment specifications required under this RFP, and that it is submitting a Truck unit that meets the minimum qualifications listed within the RFP.

2) WITHDRAWAL OF PROPOSAL SUBMITTAL

A Vendor may withdraw its Proposal at any time before the deadline for submission of Proposal by delivering to the District General Manager a written request for withdrawal signed by, or on behalf of, the Vendor.

3) RIGHTS OF THE DISTRICT

This RFP does not commit the District to enter into a legal binding agreement, nor does it obligate the District to pay for any costs incurred in preparation and submission of the Bid or in anticipation of an agreement. The District reserves the right to reject any or all Bids.

RESPONDING TO THE RFP

The Vendor must respond to each of the items below within the submitted proposal. Vendors may submit multiple proposals, up to two (2) different unit options per vendor.

Requirement for RFP(s)

1) Price Quote

- The Quote shall be all inclusive and represent the District's final amount due upon delivery and possession of the Truck and surrender of the trade-in (2021 Ford F150 SC 4x2 XL)
- The Quote must be honored for a period of 14 days from June 6, 2025, (submission) through June 20, 2025.

2) Description of Truck Unit

- In addition to Requirements as set forth in RFP, any additional features that are added value the Vendor feels is relevant.

3) Warranty Description

- Description of warranty offered, to include equipment specifications and length of warranty.

4) Estimated time to Delivery

- Is unit available for immediate purchase? If not, what is the estimated time to delivery?

EVALUATION CRITERIA

Award shall be based on a “best value” evaluation. Criteria used for the evaluation will include cost, value for the price, benefits of features, warranties offered, and time to delivery. District reserves the right to do their own research on vehicles as part of the evaluation process, including independent ratings and surveys, consumer feedback, and other publicly available relative content.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from Vendors, or to allow corrections of errors or omissions.

Upon selection of a Vendor, the District will award the purchase contract to the selected vendor. All monies will be paid to Vendor within 14 days of award of purchase (unless unit is on back order), equipment delivery is due upon receipt of funds and used vehicle trade-in.

AGREEMENT

A Bill of Sale, Registration and Warranty Contract shall be supplied to complete the transaction.

BUSINESS LICENSE

Vendor must possess all necessary business license(s) required to operate within the jurisdiction of the transaction.

DUE DATE FOR RESPONSE

The RFP response must be received by the District on or before 5:00 PM on Friday, June 6, 2025. The response document must be emailed to:

Josh.Bonner@CVPCD.org

Please request a delivery confirmation when sending. Confirmation is not considered valid without written acknowledgement of receipt from the District.

The District will not be responsible for proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for by the District. Proposals received after the due date will be rejected by reply notification.

RIGHT TO REJECT SUBMITTALS

The District reserves the right without prejudice to reject any or all Proposals. The District will not compensate any Vendor for the cost of preparing any Proposal, and all materials submitted

with a Proposal shall become the property of the District. Issuance of this RFP and receipt of Proposals does not commit the District to award a purchase agreement. District expressly reserves the right to postpone the RFP for its own convenience, to accept or reject any or all Proposals received, or to cancel all or part of this RFP. District reserves the right to negotiate any price or provision, task order or service, accept any part or all of any Proposals, waive any irregularities, and to reject any and all, or parts of any and all Proposals, whenever, in the sole opinion of District, such action shall serve its best interests.

INSPECTION OF EXISTING FORD F-150

Dealers may request an inspection of the existing Ford F-150 prior to submitting a quote. If the time, travel, and schedule allow for it, District may make arrangements to bring the vehicle to the Dealer for inspection (location not to exceed 20 miles from the District office). If remote presentation is not available, the truck may also be viewed on site at the District by advance appointment - contact the General manager at (760) 574-9906. The District warrants that the vehicle will be in the same condition at the point of transaction as it was during inspection (odometer at transaction to be within 100 miles of time of inspection).

Vehicle Specifications:

- 2021 Ford F150 SC 4x2 XL
- Vin: 1FTEX1CP6MKE89479
- Front GAWR: 3375 LB
- Rear GAWR: 3400 LB
- GVWR: 6500 LB
- Body Color: White
- Interior: Gray
- 2.7L V6 Eco Boost Engine
- 22 MPG Combined City/HWY
- Truck Bed Liner

General Condition of Vehicle:

- 16,985 Miles (Odometer)
- Exterior: Very Good (Minor Scuffing)
- Interior: Excellent
- Serviced at dealership, records available upon request

LOCAL BUSINESS PREFERENCE POLICY

In the purchasing of Goods between \$1,200 and \$10,000, preference may be given to a Local Business when evaluating price quotations in an amount not to exceed five percent (5%) of the Local Business's total quotation price. In the purchasing of Goods that exceed \$10,000 and the Board may give preference to a Local Business when evaluating bids or proposals in an amount not to exceed five percent (5%) of the Local Business's total bid price, or \$5,000.00, whichever amount is lower. To be eligible to claim the preference, a Local Business must request the

preference in its bid or proposal and provide a copy of its current business license from a jurisdiction in the District. If a Local Business that would otherwise qualify for the local preference fails to request the local preference in its bid or proposal, the District may waive this requirement and apply the local preference on its own initiative.

For more information on the Local Business Preference Policy, visit the Districts website at CVPCD.org. The policy may be viewed on the District “Transparency” page by clicking on the document “Purchasing and Contracting Policy Link”.

Direct Link to Policy: <https://cdn.userway.org/auto-remediations/pdf/6020282/original/Purchasing-and-Contracting-Policy-Link.pdf>

ATTACHMENTS

Exhibit A – Current Ford F150 Images

EXHIBIT A

Interior

























Exterior



















Engine



