



**INVITATION FOR BID
IFB # 06-1819**

Vehicle Rental Services
Mohave Community College Campuses

Responses will be received at:

Mohave Community College
Office of the President
Building 100
1971 Jagerson Ave.
Kingman, AZ 86409

BIDS DUE: Monday, May 13, 2019 Prior to 4:00 PM (AZ TIME)

For inquiries regarding this Invitation for Bid (IFB)

Contact:

Christine Van Vleet
Director of Procurement
Phone: (928) 757-0819

This is a Notice of a procurement process which may result in an award; however, it is not intended to be and should not be construed to be an offer to contract.

April 1, 2019

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Mohave Community College is requesting bids for:

Vehicle Rental Services

to be used by staff and faculty from Neal Campus Kingman, Bullhead City Campus, Lake Havasu Campus and North Mohave Campus in Colorado City. This IFB will result in a ONE YEAR contract beginning 7/01/2019 through 6/30/2020 with the option of TWO (2) additional ONE YEAR extensions. Mohave Community College will utilize the successful bidder for vehicle rental needs during the contract period.

A. GENERAL INFORMATION AND INSTRUCTIONS

1. All bids **MUST** be received prior to **4:00 P.M. (MST), Monday, May 13, 2019**. Interested parties may submit a bid to Mohave Community College, 1971 Jagerson Avenue, Kingman, AZ 86409. Bids **MUST** be sealed and marked "**BID # 06-1819 Vehicle Rental Services**". Bids will be opened and recorded, and the successful bidder will be notified after the bids have been studied and evaluated. **NO** late proposals will be considered.

Mohave Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received, please verify by calling Christine Van Vleet at (928) 757-0819.

2. A responding bid that has been completed and signed by your representative will constitute your company's acceptance of all Mohave Community College's terms and conditions and will legally obligate your company to these terms and conditions.

A signed response further signifies that any terms and/or conditions that may be or have been submitted by the bidder are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.

3. For additional information concerning this bid, contact Christine Van Vleet, Director of Procurement at (928) 757-0819 or cvanvleet@mohave.edu Monday through Friday, between the hours of 8 a.m. and 5 p.m. (MST).
4. The College reserves the right to reject any or all bids, or parts of bids, and to waive any informalities or irregularities that occur, and select the bid that, in its opinion, best serves the needs of the College within budget limitations.
5. All Bids submitted must be signed and dated by an authorized signer that is able to contract with the College.

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B. MINIMUM SPECIFICATIONS AND CONDITIONS

1. The purpose of this bid invitation is to acquire Vehicle Rental Services for approved travel by employees of Mohave Community College who are based on the Neal Campus Kingman, Bullhead City Campus, Lake Havasu Campus and North Mohave Campus.
2. The standard vehicle to be rented is a **compact class sedan w/cruise control and air conditioning**. The College Business Office may authorize an upgrade to the following: a mid-size sedan w/ cruise control and A/C, mini-van and 12 passenger vans depending on the number of travelers. **Requests for exceptions or upgrades made by College employees at the time of pick-up must have prior approval from the College Business Office.**
3. The College will not purchase supplemental insurance or pre-paid gas programs. The College will provide proof of auto insurance.
4. The agreement will include a Damage Waiver that will protect the College and our travelers from any financial responsibility for loss or damage to the rental vehicle.
5. The College will not pay any additional fees for a young driver.
6. Only the College Business Office may make reservations on behalf of the College.
7. Occasionally the traveler is required to leave or return on a Saturday or Sunday or leave early in the morning prior to the rental facility opening for business. Provisions must be available to accommodate this need without incurring additional rental charges. Please state in your bid how these exceptions will be handled.
8. Mohave Community College is also interested in an emergency roadside assistance program and a one-way rate for trips to the Airport so we would not need to pay long-term parking rates. Please give details of these options in your bid.
9. **If the bidder is unable to service all campuses, bids for individual campuses will be considered if in the opinion of the College the individual bids will provide improved service and/or reduced costs.**
10. The College specifically requests that Bidders restrict all contact and questions regarding this IFB to:

Christine Van Vleet, Director of Procurement
1971 Jagerson Ave
Kingman, AZ 86409
928.757.0819
cvanvleet@mohave.edu

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BID PRICE SUBMITTAL FORM

Please use the following price chart to indicate the rates at each campus location:

Bullhead City	Rental per day	City tax %	Free miles/day	Cost excess miles
Compact Sedan w/cruise control				
Mid-Size Sedan w/cruise control				
Mini – Van				
12 Pass. Van				

Kingman	Rental per day	City tax %	Free miles/day	Cost excess miles
Compact Sedan w/cruise control				
Mid-Size Sedan w/cruise control				
Mini – Van				
12 Pass. Van				

Lake Havasu	Rental per day	City tax %	Free miles/day	Cost excess miles
Compact Sedan w/cruise control				
Mid-Size Sedan w/cruise control				
Mini – Van				
12 Pass. Van				

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North Mohave	Rental per day	City tax %	Free miles/day	Cost excess miles
Compact Sedan w/cruise control				
Mid-Size Sedan w/cruise control				
Mini – Van				
12 Pass. Van				

Please explain how exceptions for early departures prior to rental facility opening for business and Saturday/Sunday departure or returns will be accommodated without incurring additional rental charges:

Please give details of your roadside assistance program and explain how one-way rentals for airport travel will be handled:

BID SUBMITTED BY:

Company Contact person

Address City, State Zip

Telephone Fax

Signature e-mail