



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center & Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

INVITATION FOR BID
NEW MODULAR HOME PURCHASE
August 13th, 2021

SUMMARY

The Mountains Recreation and Conservation Authority (MRCA) is seeking bids from qualified vendors for the purchase of up to three (3) new modular homes. Modular home specifications are attached. The bid will be awarded to the lowest responsive and responsible bidder. Determination of the lowest bid for each modular home will be based on total cost, including fees, tax, delivery, and other charges. MRCA shall analyze all bids to determine the lowest responsible bidder based on the needs of MRCA and may award multiple contracts. The purchase shall be made from existing stock or ASAP.

The Mountains Recreation and Conservation Authority, a local public agency exercising joint powers of Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District pursuant to Section 6500, *et seq.* of the Government Code, requests proposals for the project described herein, complete and in place at the location specified. The successful Vendor and their subcontractors shall immediately obtain business licenses from the City or County in which the work is to be performed if necessary, and fees for this will be paid by the Vendor.

BID SCHEDULE

Bids in duplicate, subject to the instructions, terms, and conditions of this Invitation for Bids, and such other contract provisions, specifications, drawings, or other data as are attached, will be received at the Mountains Recreation and Conservation Authority (MRCA) offices, 570 West Avenue 26 Suite 100, Los Angeles, CA 90065 **by 11:00 AM, local time on Wednesday, September 1st, 2021**, and at that time publicly opened and read out loud. Bid envelopes shall be labeled "MODULAR HOME PURCHASE". All bids must be received at the designated location by the deadline. Bids received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable. Bidders, their representatives, and interested persons may be present. A contract will not be awarded at the time of the bid opening.

All Requests for Interpretation and Questions must be submitted by 4:00 p.m. on August 20th, 2021 to Sally Garcia at (323) 221-9944 ext. 191 or at Sally.Garcia@mrca.ca.gov. MRCA will issue any addenda, including responses to questions submitted, before August 25th, 2021, unless otherwise communicated. Bids are due on September 1st, 2021.

MRCA anticipates selecting the successful bidder(s) by October 31st, 2021, subject to MRCA's Governing Board approval. The vendor will be given the opportunity to propose a phase-in schedule for initial home area inspection for delivery. MRCA intends to provide a Purchase Order within 60-120 days from the Bid Award date. Every effort will be made to adhere to the stated schedule, but it may be modified as needed without prior notice.

This request for proposals does not, in itself, order any specific items, nor does it create an obligation of funds. MRCA obligates funds through issuance of separate documents. **Mountains Recreation and Conservation Authority reserves the right to reject any or all bids, to waive technicalities, to re-advertise, or to proceed otherwise when in the best interest of the agency.**

BID INSTRUCTIONS:

Bids should be submitted under company letterhead stationery with the information required in this IFB. As a minimum, bids must include one (1) copy of all required documents sealed in one envelope including the following:

1. Cover letter on company letterhead
 - Acknowledge receipt of addenda, if applicable
 - Describe Bidder's ability to service the contract (including but not limited to office locations)
2. Bidder's Information and Assurances (Pages 6-8)
3. Bidder's New Modular Home List (Page 9)
4. Bidder's Pricing Sheet (Page 9)
5. Copy of any agreements that MRCA would be required to sign
6. Manufacturer's statement of warranty for the modular homes proposed.
7. Manufacturer's full specifications on each modular home type
8. IRS Form W-9

BID TERMS

MRCA requires the new modular homes to satisfy the specifications described. Bidders are expected to submit proposals that comply with all portions of this section as well as the attached minimum modular home specifications related to modular home types. If a bidder is unable to satisfy every element but chooses to submit a proposal anyway, it must clearly identify the element(s) it is unable to satisfy and the reason it cannot meet the requirement. MRCA will review any exceptions may be taken but, at its sole discretion, may determine the proposal not responsive to MRCA's requirements and remove it from further consideration.

For evaluation purposes all bidders shall use the following parameters:

- Include all applicable fees and charges.
- Price guarantee for 12 months (1 year).
- 12-month warranty (1 year).
- All bid proposals must include the cost of modular home delivery, installation, and removal/disposal of the current modular home.
- Units shall be delivered and installed in Los Angeles County or Ventura County.

MRCA obligates funds through the issuance of separate documents labeled “purchase orders”. Prior to placement of orders, MRCA expects to issue purchase order(s) containing sufficient funding to cover the projected need through the end of the then-current ordering period. Multiple purchase orders may be issued. Agreement(s) will be reviewed by MRCA before any award will be announced.

MOBILE HOME SPECIFICATIONS

MRCA is requesting pricing for the following mobile home type(s) with the minimum specifications below. Proposer shall provide pricing for one (1) of each type; MRCA may elect to purchase more, fewer, or none of any type, or different types. All Modular homes shall be in new condition.

Unless noted otherwise, all homes shall have:

- Electrical outlets and panel
- Air Conditioning – Central Air
- Natural gas and/or propane optional connection lines
- Septic connection
- Plumbing connections for Washer
- Plumbing connections for Gas Dryer and/or wiring for Electric
- Programmable Thermostat
- Smoke Detector(s) w/Battery
- Water heater
- Energy-efficient windows

MRCA desires to purchase units that meet ADA and California accessibility standards. If the proposed units do not meet such standards, Bidder shall describe deviations.

MODULAR HOME TYPE 1

Specifications:

- Single Wide
- Approximate Size: 15 feet x 54 feet
- Number of Bedrooms: 2
- Number of Bathrooms: 1
- Laundry Area: Yes

MODULAR HOME TYPE 2

Specifications:

- Double Wide
- Approximate Size: 27 feet x 42 feet
- Number of Bedrooms: 2-3
- Number of Bathrooms: 2
- Laundry Area: Yes

MODULAR HOME TYPE 3

Specifications:

- Two story: single or double wide
- Approximate Size: 15 feet x 54 feet or 27 feet x 42 feet with second story
- Number of Bedrooms: 2-3
- Number of Bathrooms: 2
- Laundry Area: Yes

**MODULAR HOME PURCHASE
BIDDER'S INFORMATION AND ASSURANCES**

A PROJECT OF: MOUNTAINS RECREATION AND CONSERVATION AUTHORITY
570 West Avenue 26, Suite 100
Los Angeles, CA 90065

BID FROM: _____
(Name of Bidder)

(Address)

(Telephone)

DATE SUBMITTED: _____

Mountains Recreation and Conservation Authority reserves the right to reject any or all bids, to waive technicalities, to re-advertise, to proceed otherwise when in the best interest of the agency.

The undersigned as bidder declares that he/she has carefully examined the Invitation For Bid and instructions, and hereby proposed and agrees, if the proposal is accepted, to furnish all materials and do all work required to provide the vehicles in the time and manner prescribed for the price set forth in the following schedule. The undersigned has checked all words and figures inserted in the bid submittal, and understands that the MRCA will make no allowance for any error or omission on the part of the undersigned.

The bidder represents and warrants that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member with discretion over the contract of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Bidder shall be liable for all damages sustained by the MRCA as a result of the breach.

By signature below, Bidder affirms that it is an equal opportunity employer, and will not discriminate with regard to race, color, national origin, ancestry, religious creed, age, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions) sexual orientation, gender identity, gender expression, genetic information, marital status, military and veteran

status, physical or mental disability, medical condition, or any other basis protected by law in the performance of any contract or order resulting from this bid.

By signature below, Bidder affirms that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract.

Bidder shall defend, indemnify and save harmless Mountains Recreation and Conservation Authority and all its officers, agents and employees from all suits, actions, and other claims of any character, name and description brought for or on account of any injuries or damages receiver sustained by any person, persons, or property on account of any negligent act or fault of the bidder, or any agent, employee, subcontractor or supplier, in the execution of or performance under, any contract which may result from award. Bidder shall pay any judgment with costs, which may be obtained, against Mountains Recreation and Conservation Authority growing out of such injury or damages.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Authorized Signature _____

Name: _____

Title: _____

Executed this ____ day of _____, 2021 at _____.

CONTRACT ADMINISTRATIVE DATA

The following individuals are designated as primary points of contact for matters related to this contract and are authorized to negotiate on Bidder's behalf.

For the Vendor: (Bidder to insert information)

Name: _____

Title: _____

Phone: _____ Email: _____

SELECT ONE:

_____ Vendor has a physical location with customer services available within a 75 mile radius of MRCA's main offices at 570 West Avenue 26, Los Angeles CA 90065.

_____ Vendor has the following partner with a physical location with customer services available within a 75 mile radius of MRCA's main offices at 570 West Avenue 26, Los Angeles CA 90065:

Name: _____

Address: _____

Contact Information: _____

Are all License and Registration Charges included in rates? (Yes/No) _____

The bidder shall deliver vehicle(s) within the following period after receipt of an MRCA Purchase Order:

Estimated delivery interval: _____ weeks after PO receipt.

NEW MODULAR HOME LIST

Bidder to fill in:

Type	Make	Model	Year	Describe Variation(s) from Specifications	Delivery Time (weeks)
1					
2					
3					

PRICING SHEET

Type	Base Cost	ALL Taxes, Fees, Registration, Delivery, etc.	Quan.	Total Cost
FILL IN PRICES FOR A SINGLE UNIT				
1			1	
2			1	
3			1	