



INVITATION TO BID

November 11, 2022

The TMA Group is requesting quotes for a seven-passenger hybrid van. This contract will include an option to allow the agency the right to purchase up to nine (9) additional vehicles over a period of three years. Use of this option will be dependent upon the price quoted by the offeror and the availability of state and local funding. If the price quoted for the option exceeds the projected consumer price index, the agency may not exercise this option. The option may not be exercised if the Vendor is either late in delivering the vehicle(s), and/or fails to provide adequate field service and support, and/or the quality of the vehicle(s) is poor. Conversely, the Bidder can, but is not obligated to, provide the additional 9 optional vehicles.

Vehicle specifications and applicable clauses are listed on the following pages. Quotes should be guaranteed for ninety (90) days from the bid due date. There is no in-state or geographic preference.

Bid awards will be made by The TMA Group, who reserves the right to reject any or all bids and to waive any irregularities or informalities in the bid. By bidding, the bidder certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

If you have additional questions, please contact:

Sharmila Patel
615-628-0270
spatel@tmagroup.org

Telephone or faxed proposals will not be accepted. The signed quote should be submitted to Sharmila Patel no later than **5:00 PM, Friday, November 25**. Quotes may be emailed (spatel@tmagroup.org), mailed, or hand delivered:

TMA Group
Attn: Sharmila Patel
708 Columbia Avenue
Franklin, TN 37064

The TMA Group
708 Columbia Avenue
Franklin, TN 37064
P: 615-628-0260
F: 615-628-3219



Bids will be publicly opened on Monday, November 28 at 9:00AM in the Conference Room of the TMA office.

The successful vendor will be awarded a TMA Group Purchase Order and a contract.

Minority-owned and Female-owned firms are encouraged to respond to this solicitation. We look forward to hearing from you!

The TMA Group

708 Columbia Avenue

Franklin, TN 37064

P: 615-628-0260

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VEHICLE SPECIFICATIONS

Standard: The items below are mandatory requirements for the vehicle. Please provide a detailed list of all features that come standard with this production vehicle.

Item	Specification	Base Requirements or equivalent with description	Comments
1	Base Vehicle	Vehicle assembly, please list location in Comments	
2	Exterior Paint	Black preferred; if not black please mark in comments	
3	Interior	leather or comparable seating -7 passenger seating minimum	
4	Engine	Self-charging Hybrid	
5	Ignition	Electronic Ignition	
6	Emission Rating	Low to ultra low rating	
7	Transmission	Electronically Controlled Automatic	
8	Drivetrain	FWD, RWD, or AWD, please list price difference in comments	
9	Body Construction	Unitised Body with anti-vibration sub frame or equivalent	
10	Suspension	Front suspension - gas filled shock absorbers - stabilizer bar front and back; twist-beam rear suspension with coil springs, or comparable design with explanation	
11	Steering	Electric Power Steering	
12	Climate Control	Minimum 2-zone Automatic climate control	
13	Driver compartment	Adjustable seat, Adjustable telescopic steering wheel	
14	Air Bags	Minimum of 2 air bags in front compartment - please list total	
15	Communication - Entertainment	Minimum AM-FM radio	

Provide Pricing on Optional Items or note if it is standard with this vehicle

Requested Optional Add-ons	Price	Comments
All Weather - Mats		
Emergency kit (describe content)		
Additional key price		
Leather seats, 3 rows		
Cruise Control		
Back-up monitor		
4-year 100k Warranty or available		
Tinted rear windows		
Driver and passenger running boards		
Driver /Passenger running boards		

Please describe in detail the following specs and or features of the vehicle in your proposal. If you need more room, you can use a separate sheet or attach a description.

1 Overall Length/Width		
2 Overall Height, with/without roof rails		
3 Shoulder Room		
4 Hip Room		
5 Leg Room		
6 Curb Weight		
7 Fuel Tank (gal.)		
8 Seating Capacity		
9 Tires - size - features		
10 Mileage estimates city/hwy		
11 Door entry features		
12 Automatic climate control features		
13 Cruise Control feature		
14 Key Entry System - number of keys		
15 Remote windows and mirror system		
16 Interior Air Bags		
17 Safety Features		

Bid Sheet with Signature

Number of Vans Available Immediately

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Base Price for vehicle

--

Dealer mark-up/Administration fees

--

Delivery Charge

--

Other

--

Other

--

Total

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The Bidder, _____ has read the attached Tennessee state clauses, and certifies or affirms the truthfulness and accuracy of each statement.

Company

Name

Signature

Date

Tennessee State Contract Clauses

Conflicts of Interest.

The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract

Lobbying.

The Grantee certifies, to the best of its knowledge and belief, that:

- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352

Nondiscrimination.

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant

Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Public Accountability.

If the Grantee is subject to Tenn. Code Ann. § 8-4-401 et seq., or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

Public Notice.

All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee, Department of Transportation." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.

Records.

The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

Environmental Tobacco Smoke.

Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn Code Ann. §§39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract."

(If the Federal Debarment and Suspension option is included in procurement documents, then this state Debarment and Suspension clause is not needed.)

Debarment and Suspension.

The Grantee certifies, to the best of its knowledge and believe, that the Selected Offeror:

- a. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;

- b. has not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- c. is not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. has not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee will provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, the Selected Offeror is excluded or disqualified, or presently falls under any of the prohibitions of sections a-d.