

# Request for Proposals (“RFP”) to Supply Materials Necessary for Single Family and Multifamily Construction as well as Office Supplies

May 28, 2010

## **Section A: Background**

Chicanos Por La Causa, Inc. (CPLC), acting as the lead applicant for a national consortium of high-capacity, non-profit affordable housing developers, has been awarded \$137,107,133 in federal funding to revitalize neighborhoods in eight (8) states and the District of Columbia that have been negatively impacted by foreclosures and abandoned properties. All of the organizations that make up this consortium are members of the National Association for Latino Community Asset Builders. The U.S. Department of Housing and Urban Development selected the CPLC/ NALCAB Consortium under the Neighborhood Stabilization Program Round II (NSP II). This federal funding will substantively stabilize local real estate markets and stimulate local economies.

The CPLC/ NALCAB Network NSP II Consortium include the following organizations, which will work in the target areas indicated below.

<b>Organization</b>	<b>Target Area</b>
Chicanos Por La Causa	Maricopa County and Santa Cruz County, AZ
Affordable Homes of South Texas	Hidalgo County/ McAllen, TX
Community Development Corporation of Brownsville	Brownsville, TX
El Paso Affordable Housing CUSO and Tierra del Sol Housing Dev. Corp.	El Paso, TX and Las Cruces, NM
YES Housing, Inc.	Albuquerque, NM
CHISPA	The cities of Salinas, Gonzales, Soledad, Greenfield, King City, Hollister, CA
NEW Economics for Women	Areas of Los Angeles and San Fernando, CA (San Fernando Valley)
Colorado Rural Housing Development Corporation	Thornton, Westminster, Conejos County, Costilla County, Alamosa, Saguache, Hayden, Walsenburg, Monte Vista, and Del Norte Counties in S. Colorado
Del Norte Neighborhood Dev. Corp./NEWSED CDC/ Northeast Denver Housing Center	Areas of Denver, CO
Mi Casa, Inc.	Johnston Square in Baltimore, MD Eckington and Brightwood Park in Washington,

	DC
Norris Square Civic Association	North Philadelphia, PA
The Resurrection Project	New City in Chicago, IL

**ABOUT CPLC:** Chicanos Por La Causa, Inc. (CPLC) is a statewide community development corporation committed to building stronger, healthier communities as a lead advocate, coalition builder and direct service provider. The organization promotes positive change and self-sufficiency to enhance the quality of life for the benefit of those we serve.

**ABOUT NALCAB:** The National Association for Latino Community Asset Builders represents and serves a geographically and ethnically diverse group of non-profit community and economic development organizations that are anchor institutions in our nation’s Latino communities.

**Section B: Procurement Process**

CPLC/ NALCAB Network NSP II Consortium has established this national procurement process to identify vendors to provide a range of materials to one or more Consortium participants. The Consortium anticipates purchasing a large number of individual items over the course of the three year NSP II grant period. In addition to materials purchased under the NSP II grant, Consortium participants may chose to procure non-NSP II materials under the purchase orders established in connection with this Request for Proposals. The Consortium seeks to enter into three year purchase agreements that provide the consortium with the best overall pricing, access to quality supplies/ materials and other terms that will be most advantageous to the Consortium members.

CPLC and NALCAB, acting on behalf of the Consortium, will review the responses of vendors and will select one or more vendors with which it will enter into purchase agreements. Entering into a purchase agreement is no guarantee of sales.

**Section C: Materials Requested**

The Consortium seeks vendors that can supply materials necessary for single family and multifamily construction as well as office supplies, including, but not limited to items in the following categories:

- Lumber, Metal framing, Brick;
- Drywall;
- Roofing materials;
- Energy efficient windows;
- Energy efficient insulation;
- Flooring, Carpet, Tile;
- Cabinetry, Counters;
- Energy efficient HVAC;
- Plumbing materials;

- Toilets, bathtubs, sinks and bathroom fixtures;
- Electrical materials, lighting fixtures;
- Hardware and other construction materials;
- Low-environmental impact paints;
- Energy efficient appliances including stoves, ranges, stovetops, microwaves, refrigerators and dishwashers;
- Office supplies, Furniture;
- Scaffolding, Fencing.

CPLC explicitly does not seek bids for the following items under this solicitation: wheel chair lifts, elevators, copiers, computers, printer/fax/scanners, consumer electronics, food/ edibles, purified water.

Respondents to this RFP will be required to identify the range of materials that they seek to provide to Consortium Members.

**Section D: Evaluation Factors**

In responding to this RFP, prospective vendors will be required to provide information on the range of materials that they propose to provide, the geographic area(s) in which they propose to provide those materials and any other terms that will make a potential purchase agreement more beneficial to Consortium Members.

The following evaluation factors shall be used to select the Respondents whose proposal is most advantageous to the Consortium Members.

**FACTORS AND MAXIMUM POINTS:**

- Relevant demonstrated experience and financial stability - 20 points
- Availability of materials and delivery - 20 points
- Customer service commitment and billing - 25 points
- Reasonableness of pricing - 25 points
- Other benefits to the Consortium – 10 points

**Section E: Proposal Submission - Form of Response**

*Cover Sheet*

See attached.

*Narrative (not to exceed 12 pages)*

- *Relevant demonstrated experience and financial stability* - Provide a description of the firm’s relevant experience supplying the proposed materials. Also, describe the firm’s financial stability.

- *Availability of materials and delivery* – Describe the ability of the firm to have materials available when the consortium requires them and the ability to conduct timely drop shipping in a manner most convenient to consortium members. Under this scoring criterion, CPLC will consider the range of energy efficient and environmentally friendly or “green” materials that the Respondent can make available.
- *Customer service commitment and billing* – Describe how the firm will provide dedicated customer service resources to the consortium and the capacity of the firm to develop a billing system that recognizes multiple cost centers/ sites.
- *Reasonableness of pricing* – Describe the firms pricing. This may be expressed in a price per item, a best price guarantee or a standard discount on all materials.
- *Other benefits to the Consortium* – Prospective vendors may propose other factors or considerations to enhance a potential purchase agreement. This may include lines of credit, cash back percentages, or other considerations.

**Section F: Proposal Submission - Time and Place**

CPLC will accept proposals until  
Friday July 16, 2010.  
(Amended on 6/28/2010)

Chicanos Por La Causa will accept proposals until ~~June 30, 2010.~~

One signed original and two copies of the proposal must be submitted to the Chicanos Por La Causa at the following address:

Address:                   CPLC-NALCAB NSP II Materials RFP  
                                  c/o NALCAB  
                                  1313 Guadalupe Street, Suite 203  
                                  San Antonio, TX 78207

The envelope must have the following notation on the bottom left hand corner of the proposal, “Proposal to Provide NSP II-Related Materials/ Equipment.”

Facsimile Copies will not be accepted. All proposals will become property of CPLC upon submission.

**Section H. Additional Notices**

CPLC specifically reserves the right to reject any and all proposals, to waive technicalities, to award the contract pursuant to the best interest of the Consortium. CPLC and Consortium members may enter into numerous contracts with one or more providers deemed qualified through this procurement process.

CPLC encourages responses from small, minority-owned, women-owned and Section 3 businesses as well as from firms that substantively partner with such disadvantaged business.

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## Cover Sheet

Name of vendor: \_\_\_\_\_

EIN #: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Principal address: \_\_\_\_\_

Primary Point  
of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Geographic areas in which the vendor proposes to provide materials (check all that apply):

<i>Potential Geographic Service Areas</i>	
Phoenix/ Maricopa County, AZ	
Santa Cruz County, AZ	
Hidalgo County & City of McAllen, TX	
City of Brownsville, TX	
El Paso, TX	
Las Cruces, NM	
Albuquerque, NM	
Monterey County, CA	
Los Angeles, CA	
Rural counties in Southern Colorado	
Denver, CO	
Baltimore, MD	
Washington, DC	
North Philadelphia, PA	
Chicago, IL	