

**Mohave Community College
Procurement Department
1971 Jagerson Avenue
Kingman, AZ 86409**

**Invitation for Bid
IFB 20-1213
June 10, 2013**

Mohave Community College is requesting bids for:

Automobile 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 7/01/2013 through 6/30/2014 with the option of TWO (2) additional ONE YEAR extensions. MCC will utilize the successful bidder for all automobile rental needs during the contract period.

A. GENERAL INFORMATION AND INSTRUCTIONS

1. Bids **MUST** be received by **4:00 P.M. (MST), Monday, June 24, 2013** at the Office of Procurement, Mohave Community College, 1971 Jagerson Avenue, Kingman, AZ 86409. Bids **MUST** be sealed and marked **“BID NO. 20-1213 Automotive Rental Services”**. Bids will also be accepted via email to cvanvleet@mohave.edu and fax at (928) 757-0814. 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.
2. For additional information concerning this bid, contact Christine Van Vleet, Procurement Manager at (928) 757-0819 or cvanvleet@mohave.edu Monday through Thursday, between the hours of 8 a.m. and 5 p.m. (MST).
3. 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.

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B. MINIMUM SPECIFICATIONS AND CONDITIONS

1. This bid is for Automobile 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. The College Business Office may authorize an upgrade to the following: a mid-size sedan w/ cruise control, 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. Only the College Business Office may make reservations on behalf of the college.
5. 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.
6. **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.**

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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/airport 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/airport 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/ airport 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/ airport 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:

BID SUBMITTED BY:

Company	Contact person	Phone
Address	City,	Zip
Telephone	Fax	
Signature	e-mail	