



Urban League of  
Broward County

## **REQUEST FOR QUOTE**

**Urban League of Broward County**

RFQ# 01222026

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### **PURCHASE FOR 15-Passenger Van**

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*Issue Date:* November 22nd, 2026

*Due Date:* February 4<sup>th</sup>, 2026

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The Urban League of Broward County founded in 1975 as an affiliate of the National Urban League, is a 501(c)(3) tax-exempt, nonprofit organization authorized in the State of Florida. The Urban League of Broward County is a community-based organization dedicated to empowering communities and changing lives in the areas of education, entrepreneurship, jobs, justice, housing, and health. For more information about the Urban League of Broward County, please refer to [www.ulbroward.org](http://www.ulbroward.org).

## 1. PURPOSE OF RFQ

### 1.1 STATEMENT OF PURPOSE AND SCOPE

The Urban League of Broward County (ULBC) is soliciting written price quotations from qualified vehicle dealers for the purchase of one (1) new 15-passenger vehicle to support program transportation activities. This procurement is funded in whole or in part with federal funds and is conducted in accordance with 2 CFR Part 200, including §§200.318–200.320.

## 2. MINIMUM FUNCTIONAL SPECIFICATIONS

This section defines the minimum functional and performance requirements for the purchase of a standard commercial vehicle. All quotations must meet or exceed the requirements below. Brand names are not specified, and equivalent configurations are acceptable.

### 2.1 GENERAL REQUIREMENTS

**Passenger capacity:** minimum 15 passengers (including driver per manufacturer rating).

**Vehicle condition:** new/unused; no prior retail/lease/loaner/titled history.

**Model year:** current or most recent model year available at time of award.

**Intended use:** program transportation for participants and staff.

### 2.2 POWERTRAIN & PERFORMANCE

**Engine:** V6 gasoline engine or equivalent performance output

**Approximate Engine Capacity:** 3.5 liters or equivalent

**Drivetrain:** Rear-wheel drive (RWD)

**Transmission:** Automatic transmission with a minimum of ten (10) forward gears or equivalent

**Fuel type:** gasoline or equivalent commercially available fuel type meeting performance needs.

### 2.3 SAFETY REQUIREMENTS

Vehicle must include standard manufacturer safety features appropriate for passenger vans, including at minimum:

- Anti-lock braking system (ABS)
- Electronic stability control
- Traction control
- Front airbags
- Tire pressure monitoring system
- Rearview camera

Vehicle must comply with all applicable Federal Motor Vehicle Safety Standards (FMVSS) and all applicable state requirements for on-road use.

### 2.4 REQUIRED DELIVERABLE AT DELIVERY

- Manufacturer window sticker/build sheet (or equivalent proof of configuration).
- Warranty documentation and owner's manuals.
- All keys/fobs and standard accessories.
- Temporary tag and/or delivery documentation as applicable.
- Recall completion documentation (if applicable).

### **3. WARRANTY REQUIREMENTS**

Vendor must provide and clearly describe the manufacturer's standard new-vehicle warranty, including at minimum bumper-to-bumper and powertrain coverage. Quotation must state warranty terms (time and mileage), roadside assistance (if any), and any material exclusions or limitations.

### **4. PRICING AND TAX EXEMPTION**

Vendor must submit a firm, itemized price quote using Appendix A. Pricing must include all required fees and delivery costs (if any).

**Sales Tax:** ULBC is tax-exempt and will provide a tax-exemption certificate upon written request after award. Vendors must clearly indicate whether sales tax is excluded and must not include sales tax in the evaluated base vehicle price.

### **5. DELIVERY REQUIREMENTS**

Vendor must specify estimated delivery timeframe. ULBC's internal target delivery timeframe is within thirty (30) calendar days after issuance of a purchase order/notice of award. Vendors proposing delivery beyond 30 days must provide a written explanation and interim status updates. Vehicle must be delivered fully operational, ready for service, and accompanied by all required deliverables listed in Section 2.4.

### **6. SUBMISSION REQUIREMENTS**

#### **6.1 Submission Deadline**

February 4, 2026 at 4:00 PM ET

#### **6.2 Submission Method**

Email complete quotation package to: [procurement@ulbcfl.org](mailto:procurement@ulbcfl.org)

Subject line: ULBC-RFQ-01222026-1 – 15-Passenger Van – [Vendor Name]

#### **6.3 Questions**

Questions must be submitted via email to [procurement@ulbcfl.org](mailto:procurement@ulbcfl.org) no later than three (3) business days prior to the due date. ULBC may issue written responses/addenda as needed.

#### **6.4 Required Contents of Quote**

Questions must be submitted via email to [procurement@ulbcfl.org](mailto:procurement@ulbcfl.org) no later than three (3) business days prior to the due date. ULBC may issue written responses/addenda as needed.

### **7. EVALUATION AND AWARD**

ULBC will evaluate quotes for compliance with specifications, price reasonableness, delivery timeframe, and warranty terms. Award will be made to the dealer whose quote is determined to be most advantageous and compliant. Evaluation factors include:

- Compliance with minimum functional specifications (Section 3).
- Total evaluated price excluding sales tax (Section 5; Appendix A).
- Delivery timeframe (Section 6).
- Warranty terms (Section 4).

### **8. ULBC RIGHTS AND RESERVATIONS**

- ULBC may reject any or all quotations when there is a sound, documented reason.
- ULBC may waive informalities or minor irregularities that do not affect the price, quality, quantity, or delivery of the item being procured.
- ULBC may request clarification of a quotation; such clarification will not be used to permit a vendor to revise or materially alter its quote.
- ULBC is not responsible for any costs incurred by vendors in preparing or submitting quotations.
- The resulting purchase order/contract will incorporate applicable Federal contract provisions as required by 2 CFR Part 200 (Appendix II), as applicable to this procurement.

## **9. APPENDIX A QUOTE SUBMISSION FORM (REQUIRED)**

Vendor Legal Name: \_\_\_\_\_  
DBA (if any):: \_\_\_\_\_  
Address:: \_\_\_\_\_  
Primary Contact (Name/Title):: \_\_\_\_\_  
Phone:: \_\_\_\_\_  
Email:: \_\_\_\_\_  
Florida Dealer License No.: \_\_\_\_\_

### **A1. Vehicle Offered**

Year/Make/Model/Trim: \_\_\_\_\_  
VIN (if available): \_\_\_\_\_  
Passenger capacity (manufacturer rating): \_\_\_\_\_  
Vehicle condition: New, unused, and untitled (Yes/No). \_\_\_\_\_  
Build sheet/window sticker attached (Yes/No). \_\_\_\_\_

### **A2. Delivery**

Estimated delivery date/timeframe (firm): \_\_\_\_\_  
Delivery location (dealer pickup or delivery to ULBC): \_\_\_\_\_  
Delivery included in price (Yes/No). If no, delivery cost: \$ \_\_\_\_\_.

### **A3. Warranty (attach details)**

Bumper-to-bumper coverage: \_\_\_\_\_ years / \_\_\_\_\_ miles.  
Powertrain coverage: \_\_\_\_\_ years / \_\_\_\_\_ miles.  
Roadside assistance (if any): \_\_\_\_\_  
Material exclusions/limitations (summary): \_\_\_\_\_

### **A4. Itemized Pricing (Firm, Fixed Price)**

All prices quoted below shall be firm, fixed, and inclusive of all costs necessary to meet the RFQ requirements. No additional fees, surcharges, add-ons, or post-award price increases shall be permitted.

1. Base vehicle price (excluding sales tax; vehicle must meet all minimum specifications): \$ \_\_\_\_\_
2. Destination/freight (if not already included in base price): \$ \_\_\_\_\_
3. Dealer/documentation fees (fully itemized; no undisclosed fees permitted): \$ \_\_\_\_\_
4. Required specification add-ons necessary to meet RFQ requirements (must be itemized): \$ \_\_\_\_\_
5. Delivery fee (if applicable): \$ \_\_\_\_\_
6. Title/tag/registration (for informational purposes only; excluded from price evaluation): \$ \_\_\_\_\_
7. Sales tax (excluded from evaluation): \$ \_\_\_\_\_
8. Optional items (not required for compliance; separately itemized): \$ \_\_\_\_\_
9. TOTAL EVALUATED PRICE (excluding sales tax): \$ \_\_\_\_\_

### **A5. Certification and Signature**

I certify that this quotation is firm, fixed, complete, and accurate, and includes all costs necessary to fully comply with the requirements of this RFQ. I further certify that no additional fees or price adjustments shall be requested after submission.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Title: \_\_\_\_\_

## **10. APPENDIX B FEDERAL & STATE PROCUREMENT COMPLIANCE (NON-CONSTRUCTION)**

This procurement is funded in whole or in part with federal funds. As such, the solicitation and any resulting purchase order or contract are subject to applicable provisions of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and other applicable federal and Florida state laws and regulations.

Only those provisions applicable to the scope of this non-construction vehicle purchase shall apply.

### **EQUAL EMPLOYMENT & NON-DISCRIMINATION**

**Equal Employment Opportunity** (Executive Order 11246) prohibits discrimination in employment practices, as applicable.

**Americans with Disabilities Act** (ADA) (42 U.S.C. 12101 et seq.) applies to employment-related nondiscrimination requirements, as applicable.

### **FEDERAL AND STATE CONTRACTING & PROCUREMENT STANDARDS**

2 CFR 200.318-327 Establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

**2 CFR § 200.322** – Domestic Preferences for Procurements.

**Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts.

**Florida Preference Law** (F.S. § 287.084) grants preference to Florida-based businesses when competing against out-of-state firms.

### **DEBARMENT & TRANSPARENCY REQUIREMENTS**

**Debarment and Suspension** (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding.

**Florida Debarment Law** (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

**Access to Records & Audits** (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

### **EMPLOYMENT & FOREIGN CONTRACT RESTRICTIONS**

**Employment Eligibility Verification** (E-Verify) (F.S. § 448.095) requires employers to verify the legal status of all new employees.

**Scrutinized Companies List** (F.S. § 287.135) prohibits contracts with companies engaged in business operations with Sudan, Iran, or those boycotting Israel, aligning state investments with U.S. foreign policy.

### **VENDOR CERTIFICATION**

By signing below, Vendor certifies that:

- All information provided in the quotation is true, complete, and accurate.
- Vendor will comply with all applicable Federal requirements incorporated into the resulting contract, including applicable provisions of Appendix II to Part 200.
- Vendor acknowledges ULBC's termination rights described above where applicable.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_