Title VI Large Purchase Request form

Date:	06/26/2020
Grantee Organization:	
Grantee Contact Name:	
Grantee Telephone and E-mail:	
Grant Number(s):	20***NAC3
Attach 3 written bids for the same piece of equipment and indicate which bid you are choosing. If you are unable to obtain three bids, use this space to justify why.	Local Chevrolet dealer (see attached) Local Ford Toyota dealer (see attached) Local Dodge dealer (see attached)
Describe the intended use of the equipment and how the equipment will benefit the program:	The intended use will be able to load, pull and deliver supplies. Due to COVID-19 the Elders Program Cooks are having difficulty in purchasing food and supplies do to the stores are either limiting or out of stock. We have been ordering by bulk for paper goods and meats and it seems to be working but, delivery is a hardship as it takes a 4x4 Truck with a towing package to pull the 6x12 Tandem Axle Cargo Trailer. Items are large and bulky. The meats need to be properly bagged and iced for the trip out to the remote rural locations.
Percentage of Funding and time the equipment will be used by grant program:	Title VI funds will be used for 100% of Title the purchase, because the vehicle will be used 100% by the Title VI grant program and will be used on a daily basis.
Can the equipment be purchased with other funding sources other than federal grant funds?	No, tribal funds are not available for this purchase.

SAMPLE

Include an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement of the recipient and the federal government.	Leasing the vehicle would cost $238.00 per month plus $0.325/mile. Annual total is $2,856.00 per year and the mileage would be very high as there are meal sites that are served and mileage from the Elders Program Office to the following meal sites is: Meal site 1: 200 miles R/T Meal site 2: 188 miles R/T Meal site 3: 438 miles $/T A purchase would cost approximately $28,000 and fuel will be at cost.
Buy American Requirement: attach information indicating the equipment is produced in the United States.	See attached list of automobiles manufactured in the United States.

SAMPLE

INVITATION FOR BIDS – 4x4 PICKUP TRUCK

Refer ALL Inquiries To:

Elders Program

Mobile #: 555.6766

Email: name@titlevi.org

SAMPLE

Contract Type

Single Purchase, Fixed Price

Commodity

New 4x4 Pickup Truck, Crew Cab, Automatic Transmission, Towing Package, Gas Engine, ½ ton, back-up camera, off road package, and Spare Tire.

Emailed Bid Process

Emailed Bids will be excepted until Wednesday, May 29, 2020 at 3PM.

Bid will be awarded on Monday, June 1, 2020 at 3PM via Email.

BID 1

Date 6/12/2020

Salesperson

Name

Address

City State

County Zip

Home Bus Phone

Cell Phone Email

*Added Equipment:

☑ New ☐ Demo ☐ Rental Unit ☐ Used

Year Make CHEVROLET Stock NT2257

Model Body CREW CAB STANDARD BOX L...

Color SILVER ICE Top Trim

Miles 150

CASH OPTION	
Total Rebate	-

TRADE IN (1)	
Year	Make
Model	
VIN	
Miles	
Stock	
TRADE IN (2)	
Year	Make
Model	
VIN	
Miles	
Stock	
Allowance	
Cash Due	$0.00
Deposit	$0.00
TOTAL CREDITS	$0.00

PURCHASE	
Market Value	$
Savings	$
Price	$
Added Equip*	$0.00
Documentation F...	
SUBTOTAL	$5,029.75
Sales Tax	$3,587.61
Title and License ...	$21.00
Registration Fee	$8.25
TOTAL CASH PRICE	$
Total Credits	($0.00)
TRADE-IN PAYOFF	$0.00
BALANCE DUE	$

SAMPLE

Customer

This is not a contract

BID 2

PROPOSAL

Company
Date
Mileage
Exterior / Interior Color

ATTN: _____

SALESPERSON	PROJECT	PAYMENT TERMS	DUE DATE
	2020 FORD 4X4	TBD	TBD

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	**2020 FORD F 4X4**		
	SUBTOTAL	$	
		$ -	$ -
	TOTAL VEHICLE PRICE	**$ 5**	
	TAX RATE	0.0%	
	SALES TAX	$ -	
	DOC	$ -	
	TITLE FEE	$	
	TOTAL	**$**	

SAMPLE

To accept this proposal please sign here and return

_____

AUTHORIZED REPRESENTATIVE DATE

Preview Order K100 - W1E - 4x4 SuperCrew: Order Summary Time of Preview: 06/15/2020 15:01:08

Dealership Name: [redacted]

Sales Code : F72479

Dealer Rep.	[redacted]	**Type**	Retail	**Vehicle Line**	F-150	**Order Code**	K100
Customer Name	[redacted]	**Priority Code**	19	**Model Year**	2020	**Price Level**	040

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW - 145	[redacted]	3.31 ELECTRONIC LOCK RR AXLE	$0
145 INCH WHEELBASE	$0	7000# GVWR PACKAGE	$0
OXFORD WHITE	$0	FRONT LICENSE PLATE BRACKET	$0
LEATHER BUCKET SEATS W/CONSOLE	[redacted]	PRO TRAILER BACKUP ASSIST	$0
MEDIUM LIGHT CAMEL	$0	VOICE-ACTIVATED NAVIGATION	$795
EQUIPMENT GROUP 501A	[redacted]	TRAILER TOW PACKAGE	$995
.LARIAT SERIES	$0	FX4 OFF-ROAD PACKAGE	$905
.REMOTE START SYSTEM	$0	.SKID PLATES	$0
.REVERSE SENSING SYSTEM	$0	.FLOOR LINER - TRAY STYLE	$0
.110V/400W OUTLET	$0	FLEX FUEL VEHICLE	$0
.18" MACH-ALUM W/FLASH GRAY PKT	$0	FUEL CHARGE	$0
5.0L V8	$1000	PRICED DORA	$0
ELEC 10-SPEED AUTO W/TOW MODE	$0	DESTINATION & DELIVERY	$1695
.275/65R 18 OWL (A/S A/T)	$0		

SAMPLE

	MSRP
TOTAL BASE AND OPTIONS	[redacted]
DISCOUNTS	NA
TOTAL	$[redacted]

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature Date

This order has not been submitted to the order bank.

This is not an invoice.