# Request for Proposals (RFP) for Vehicle Purchase RFP Number: HLE001

**Issue Date: 7/10/25**

**Proposal Due Date: 8**/10/2025, 2pm CST

# Contact Information:

Anne Chapman

Chief Financial Officer

Louisiana Society for the Prevention of Cruelty to Animals (LASPCA)

1700 Mardi Gras Blvd,

New Orleans, LA 70114

# Introduction

The LASPCA is seeking proposals from qualified vendors for the purchase of vehicles in compliance with federal funding requirements. This RFP outlines the specifications and requirements for the acquisition of these vehicles to ensure adherence to federal guidelines and to meet the needs of our organization.

1. **Organization History**

Chartered in 1888, the LASPCA the Louisiana SPCA is the oldest and most comprehensive animal welfare organization in the state and serves to protect the well-being of Orleans Parish animals. Our current facility, erected after Hurricane Katrina, serves thousands of animals annually. The facility is the only open admissions shelter in Orleans Parish and provides numerous services including enforcement of city ordinances, adoptions, foster, low-cost medical care, community vaccination events, a community food pet pantry and more.

Learn more at:

[www.louisianaspca.org](http://www.louisianaspca.org)

<https://www.instagram.com/laspca/>

<https://www.facebook.com/thelaspca>

# Scope of Work

The selected vendor will be responsible for providing and delivering vehicles that meet the following specifications:

* + **Type and Quantity of Vehicles:** 4 New (four) ¾ Ton Pick Up Chassis Trucks, Commercial use, and/or 4 SWAB units for Animal Transportation. The vendor may bid on either the trucks, the swab unit, or the complete combination of both.
  + **Specifications Trucks:** should match equally or as close to the following requirements:
    - Color:
      * White
    - Powertrain:
      * 6.8L V8 Engine or comparable
      * AWD
      * 10-speed auto torqshift transmission
      * Tow/Haul Mode with Trailer Wiring Provisions
    - Exterior:
      * 142” Wheel Base
      * All Season Tire
      * 3.73 Ratio Non LTD Slip Axle
      * Additional keys (2)
      * *Alternative quote option:* vehicle wrapping – Envision to provide design and layout
      * *Emergency light bar mounted on the top of the cab*
    - Interior:
      * Dark slate Vinyl 40/20/40 seats
      * Air conditioning CFC free
      * AM/FM Stereo/Clock
  + **Specifications SWAB Unit:**
    - **Body**
      * **Model ARF-95 Fiberglass Animal Transport Body, installed on Chassis**
      * **Color – White**
      * **Fresh air Blower, can be stand alone, Tie-In or installed.**
      * **Bottom of the unit to be completely enclosed to reduce heat build uparound animal compartments.**
    - **Interior**
      * **One-piece animal compartments**
      * **Smooth fiberglass finish – rounded corners for easy clean-out**
      * **Drain pan in front of each compartment**
      * **6 Animal compartments**
      * **1 storage unit compartment**
      * **Fresh air blowers – Dual fan installed inside blower hood on top of the body with CFM air delivery.**
      * **Power driven fresh air delivered to each compartment, NOT circulated to each compartment.**

* + **Compliance:** Vehicles must comply with all relevant federal, state, and local regulations, including those related to environmental standards, safety, and accessibility.
  + **Warranty and Maintenance:** Provide details on the warranty and maintenance services offered.
  + **Delivery Schedule:** Vehicle, fully wrapped, needs to be delivered and fully paid for by Dec 31st, 2025 or unwrapped vehicle needs to be delivered and fully paid for by Dec 31st , 2025.

# Federal Funding Requirements

The purchase of these vehicles is funded by federal grants. As such, the selected vendor must adhere to the following federal requirements:

* + **Buy America Requirements:** All vehicles must comply with the Buy America Act, which mandates that all manufactured products are produced in the United States.
  + **Disadvantaged Business Enterprise (DBE) Requirements:** Vendors are encouraged to engage with DBEs. Provide information on how your proposal supports DBE participation.
  + **Davis-Bacon Act:** If applicable, ensure compliance with wage rate requirements as per the Davis-Bacon Act.
  + **Administrative Requirements:** Adherence to federal grant administrative requirements, including procurement standards and record-keeping.
  + **Sam.gov**: Must not be debarred from doing business with the federal government and organization can be found as such when searched on Sam.gov
  + **Conflict of Interest:** must disclose any actual or perceived conflict of interest with the LASPCA or any of LASPCA board members, executive leadership, or persons employed by LASPCA involved in procurement of this vehicle.

# Proposal Submission Requirements

Proposals must include:

* + **Cover Letter:** Include a brief introduction and summary of the vendor’s qualifications.
  + **Technical Proposal:** Detailed description of how the vehicle specifications and requirements will be met.
  + **Cost Proposal:** Detailed pricing information, including any applicable taxes, fees, and delivery costs.
  + **Compliance Documentation:** Evidence of compliance with federal requirements, including certifications, non-debarment status, conflict of interest statement, and attestations.
  + **References:** At least three references from previous clients with similar vehicle procurement projects.

# Evaluation Criteria

Proposals will be evaluated based on the following criteria:

* + **Compliance with Specifications:** How well the proposed vehicles meet the specified requirements.
  + **Cost:** Overall cost, including pricing and any additional fees.
  + **Vendor Experience:** Relevant experience and qualifications of the vendor.
  + **Compliance with Federal Requirements:** Adherence to federal funding requirements and regulations.
  + **Delivery Schedule:** Ability to meet the specified delivery timeline.

# Submission Instructions

All proposals must be submitted by August 10th, 2025, 2pm CST, to Anne Chapman [achapman@laspca.org](mailto:achapman@laspca.org). Late submissions will not be considered.

# Additional Information

For any questions or requests for clarification regarding this RFP, please contact Anne Chapman at [achapma@laspca.org](mailto:achapma@laspca.org) by July 31st ,2025.

# Right to Reject

# The LASPCA reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposal process, and to negotiate with any or all qualified vendors to ensure the best possible outcome for the procurement process.

**LASPCA**

**1700 Mardi Gras Blvd**

**New Orleans, LA 70114**

[**achapman@laspca.org**](mailto:achapman@laspca.org)

Thank you for your interest in this RFP. We look forward to receiving your proposal.