

REQUEST FOR PROPOSALS (RFP)
RFP 1-2026
FULL-SIZE CARGO VAN

Issue Date: October 1, 2025
Close Date: October 15, 2025

Send all proposals to:
Kids Central, Inc.
5345 Esserville Rd.
Norton, VA 24273

Questions may be directed to: Mike Porter, CFO by phone 276-250-0923 or email michael.porter@kidscentralinc.com.

Interested parties must submit an original proposal with original signature(s). It is the sole responsibility of the bidder to have the proposal in this office by 3:00 pm on the Close Date as specified above. LATE PROPOSALS WILL NOT BE ACCEPTED.

Proposals may be returned via fax at 276-250-0923 or email at michael.porter@kidscentralinc.com by the Close Date, but original proposals with original signatures must follow via postal mail or hand delivery within three (3) business days of Close Date.

Kids Central, Inc. (here in after referred to as KCI) is soliciting proposals from qualified vendors for the purchase of a 2025 (or newer) full-size cargo van with the below specifications:

Model year: 2025 or 2026
Body type: Cargo van
Color: White exterior, neutral interior
Fuel type: Gasoline
Engine: V8
Transmission: automatic
Drive Train: rear-wheel
HD Trailering package
Rear-view camera
Side and rear cargo doors with fixed glass
Steps (running board) at driver door
Steps (running board-full length) at passenger and side cargo doors
Power door locks, windows, and mirrors
(2) Front bucket seats (no seats in rear compartment)
Floor console
Air conditioning
Remote keyless entry
Rear compartment auxiliary lighting

Full vinyl floor covering

Warranty: 3 years/36000 miles bumper to bumper; 5 years/60000 miles powertrain

All necessary paperwork for vehicle title and registration in the name of KCI

INSTRUCTIONS

All proposals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and “RFP – FULL _ SIZE CARGO VAN”.

Proposals shall consist of one (1) clearly marked original and one (1) copy of your response both of which shall be signed and submitted to Kids Central no later than the time and date specified in this solicitation.

All timely submitted proposals will be opened by the Executive Director at **09:00 am on Thursday October 16, 2025**. Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the Executive Director.

Kids Central reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of Kids Central, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of Kids Central irrespective of the bid price.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between Kids Central and the selected vendor. All proposals should include the following:

1. A cover page containing: the RFP title, date of submittal, company name, address, e-mail, and telephone numbers. This page should be signed by the authorized representative.
2. The main point of contact with the pertinent contact information.
3. Detailed specifications of the vehicle including, but not limited to, the make, model and features.
4. Detailed breakdown of all costs, including:
 - a. Purchase price
 - b. Applicable taxes and/or fees
 - c. Delivery/destination charges
5. Copy of the warranty

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits Kids Central to award a contract to any party, even if all requirements stated in this proposal are met, nor limits Kids Central’s right to negotiate in its best interest. Kids Central reserves the right to contract with a bidder whose proposal is determined to be in its best interests. Kids Central reserves the right to reject any and all offers received.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder’s responsibility.

TIME OF WORK AND COMPLETION

The selected vendor will deliver the vehicle within 60 days of the Close Date: Once delivered, KCI will pay the full agreed upon price directly to the vendor by either check or ACH transfer.

SELECTION PROCESS

Kids Central will make its selection based on its review of the proposals submitted. Proposals will be evaluated based on the following criteria:

Criteria-Points

1. Cost effectiveness: 0-25 points
2. Vehicle specifications: 0-25 points
3. Warranty: 0-25 points
4. Overall quality of proposal 0-25 points

Maximum Points: 100

Kids Central reserves the right to reject any or all proposals, and to waive informalities in the proposals or the proposal process. Kids Central may interview selected bidder(s). Kids Central further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of Kids Central. Kids Central reserves the right to consider other factors not named here in making its decision. This includes timeliness, cost, and quality.