



CITY OF WEST BEND

RFP-2020 Fleet Lease FLEET LEASING OF PERSONAL VEHICLES

DATE OF PUBLIC OPENING:

September 25, 2020 @ 10:00 A.M.

LOCATION FOR PUBLIC OPENING

**City Hall
1115 S Main Street
West Bend, WI 53095**

<https://www.ci.west-bend.wi.us/departments/administration/rfp.php>

All responses must be date and time stamped received no later than 10:00 A.M. on September 25, 2020 to be considered responsive.

Jay Shambeau, City Administrator: _____

ABOUT THE CITY OF WEST BEND

West Bend is 30 minutes north of Milwaukee in Washington County—an industrial hub situated along the Milwaukee River in the heart of the Kettle Moraine. More than 32,000 people reside in the city and have access to numerous cultural and historical attractions, award-winning parks, quality healthcare, and exceptional educational opportunities. West Bend has a charming historic downtown with thriving businesses, shops, restaurants, and several business and industrial parks poised for growth. For more information, visit www.ci.west-bend.wi.us.

REQUEST FOR PROPOSALS

Sealed proposals marked “REQUEST FOR PROPOSALS FOR FLEET LEASING” will be received by the City of West Bend, Wisconsin until 10:00 A.M. on September 25, 2020, at the office of the City Clerk, 1115 S Main Street, West Bend, WI 53095, at which time all proposals will be opened. All received proposals will be time and date stamped, and absolutely no proposals will be accepted after the aforementioned date and time. Scope of Work may be obtained from the Administration Department by e-mailing konrathc@ci.west-bend.wi.us.

All services must be performed in accordance with the request for proposals, requirements, and any other documents prepared for this request. **Proposers must submit one (1) original, clearly marked “original” and six (6) copies, clearly marked “copy”, total of seven (7) proposals.**

The City of West Bend reserves the right to reject any and all proposals, to re-advertise, and to enter into contract determined to be in its best interest.

SCOPE OF PROGRAM AND GENERAL REQUIREMENTS:

The City of West Bend is seeking proposals for the leasing of personal vehicles as defined in the Scope of Services section, of up to approximately twenty two (22) vehicles over a five (5) year period. **THIS IS A NON-GUARANTEED AMOUNT CONTRACT.** The City reserves the right to order any amount of leased vehicles and additional services it deems in the best interest of the city.

The City intends to award a multiple year contract lease that will allow ordering to occur throughout a one (1) year period with five (5) one (1) year option period(s) upon mutual agreement with the successful bidder and the City of West Bend.

The City is soliciting a proposal to assess the approach it deems most cost effective for the needs of the City.

The City will tentatively select a successful bidder by October 9, 2020 and will finalize a negotiated agreement within 30 days thereafter. Proposers will be given the opportunity to propose a phase-in schedule for initial vehicle deliveries. Replacement schedules for vehicles ordered under the contract will be established based on the conditions of the selected alternatives.

EVALUATIONS

The City intends to evaluate bids based on initial written presentations and to make a selection of a successful proposer with whom the City will then finalize a contract. The City reserves the right to reject any or all submittals, to waive technicalities, to re-advertise, and to proceed otherwise when in the best interest of the City.

PROPOSAL CONTENT AND REQUIREMENTS

Proposals should be submitted on company letterhead stationery with the information required in this RFP. **Each section must be labeled and in the order listed below.** Failure to comply may deem proposal non responsive. As a minimum, proposals must include the following.

INDEX:

COVER LETTER:

The cover letter shall be addressed to:

City of West Bend
Jay Shambeau, City Administrator
1115 S Main Street
West Bend, WI 53095

The cover letter must consist of:

1. Identification of Proposer, including name, address and telephone number.
2. Acknowledgement of receipt of all RFP addenda, if any.
3. Name, title, address and telephone number of contact person during the period of proposal evaluation.
4. Signature of a person authorized to bind Proposer to the terms of this proposal.

TECHNICAL PROPOSAL:

1. Qualifications, related experience and a minimum of three (3) references of the proposer on the form provided herein. This section of the proposal should establish the ability of the proposer to satisfactorily perform the lease services by reason of:
 - a. Experience in performing work of a similar nature.
 - b. Demonstrated competence in the services to be provided.
 - c. Strength and stability of the firm.
 - d. Staffing capability.
 - e. Supportive client references.
2. Proposers shall provide a brief profile of the individual or firm; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.
3. Proposers shall provide a detailed description of the fleet management services offered as described in the Scope of Services including but not limited to:

- a. Open-ended lease.
 - b. Physical damage program.
 - c. Vehicle resale process.
 - d. Ability of proposer to sell vehicles in the City's current fleet.
4. Proposers shall provide a general description of the individual or firm's financial condition and identify any conditions; e.g., bankruptcy, pending litigations, planned office closures, impending merger, which may impede proposer's ability to provide lease and fleet management services.
 5. Proposer shall describe the firm's experience in performing like services if a similar nature for public transportation agencies, municipalities, or other government agencies.
 6. Proposers shall identify subcontractors by name, address and telephone number.

WORK PLAN:

Proposers shall provide a narrative that addresses the services they are proposing as outlined in the Scope of Work. The narrative should show the Proposer's understanding of the City's needs and requirements. Throughout the narrative, the Proposer shall include references for each area of services they are proposing. This section should also address the Proposer's plan to fulfill its obligations for the services.

- Completed lease and potential additional services pricing forms
- Itemized rate schedule for lease expenses per vehicle and specifications for proposed vehicles
- Certification and/or acknowledgement forms required by the city
- Copy of contractor's standard lease agreement and other related contract documents

PROPOSAL QUESTIONS

All questions must be submitted in writing to the Administration Department who will obtain the answers and issue in the form of addenda. The deadline for submitting questions is Monday, September 21, 2020 at 10:00 A.M.

All questions concerning this RFP must be submitted by e-mail to:

Jay Shambeau, City Administrator
konrathc@ci.west-bend.wi.us

Failure to have all information as requested may cause the respondent's bid to be rejected. All and any addenda are to be signed and returned with the original bid to be considered responsive.

LEASE AGREEMENT

Based on the written proposals, the City may elect to enter into lease agreement negotiations with one or more of the proposer's.

CONTRACT AWARDS

The City anticipates entering into a contract with the Proposer who submits the proposal judged by the City to be most advantageous.

PROPOSAL SUBMISSION AND WITHDRAWAL

Seven completed responses to this RFP must be submitted to the City in a sealed envelope or box marked “**FLEET LEASING PROGRAM.**”

Proposals will be received at:

City of West Bend
Attention: Clerk’s Office
1115 S Main Street
West Bend, WI 53095

Proposals are due by 10:00 AM, Friday, September 25, 2020. Proposals received after that time will be returned to the sender unopened. Due to the irregularity of the mail, the City cautions Proposers to assure actual delivery of proposals prior to the deadline. Once opened, proposals become the property of the City and cannot be withdrawn.

SCOPE OF SERVICES

The City requires vehicles on a lease basis satisfying the specifications described in this section and may potentially require the additional services described in this section on an “as needed” basis. Proposers are expected to submit proposals that address all portions of this section. If a Proposer is unable to satisfy every element of this section but chooses to submit a proposal anyway, it must clearly identify the element(s) it is unable to satisfy and the reason it cannot meet the requirement. The City will review any exceptions taken but, at its sole discretion, may determine the proposal not responsive to the City’s requirements and remove it from further consideration.

A. LEASE REQUIREMENTS:

For evaluation purposes, the City is requiring all Contractors to use the following lease parameters. Upon award, the City will negotiate with the awarded vendor the appropriate lease parameters the City deems necessary for each individual vehicle leased.

The following represents the City’s requirements for a lease:

- Five (5) year Open-Ended Lease with no mileage restrictions.
- Contractor must supply End of Term Balance at the end of the term.
- List all other applicable fees and charges.
- Define reporting capabilities including delivery timelines, comprehensive invoicing, and electronic capabilities.

B. SERVICE AND MAINTENANCE REQUIREMENTS:

The City shall keep and maintain each vehicle in normal operating condition and be responsible for making sure all service, maintenance, and repair are performed to maintain the warranty.

C. DESCRIPTION/WORK STATEMENT

Project Organization and Management

The Contractor shall establish and maintain an appropriate organizational structure to enable local management of this contract. Documentation supporting the Contractor's ability to service the contract (including but not limited to office locations) should be included with the bid submission. All ordering will originate directly from the City.

Vehicle Quantities and Locations

The City fleet targeted to be satisfied by this lease contract consists of approximately up to twenty two (22) vehicles. **THIS IS A NON-GUARANTEED AMOUNT CONTRACT**, The City reserves the right to order any amount of leased vehicles and additional services it deems in the best interest of the City. Attached in a separate document is the list of the City fleet.

Vehicle Mileage and Term

The Contractor shall be able to support vehicle return and replacement as specified in the contract. The awarded Contractor should propose, and the City consent to, a desired timeframe or mileage interval to provide advantages to the Contractor and the City, resulting in favorable lease prices due to better vehicle resale potential.

Vehicle Inspection

All vehicles leased under this contract shall be inspected, at which point vehicle inspection documentation will be provided indicating the general condition of the vehicle.

Condition of Leased Vehicles

Each vehicle furnished under this contract shall be of good quality and in safe operating condition. The City shall accept or reject the vehicles promptly after receipt. If the City determines that any vehicle is defective or unsafe at delivery, the City shall promptly inform the Contractor by e-mail.

D. DELIVERIES OR PERFORMANCE

Term of Contract and Period of Performance

This contract consists of a one (1) year period with four (4) 1-year option period(s). Vehicles ordered throughout this contract are expected to be included in the Fleet Leasing Program. The Contractor's responsibilities under this contract and period of performance will cease when the last vehicle furnished under the contract has been returned to the Contractor, provided there are no remaining issues in dispute.

Ordering Periods

The ordering periods under this contract will extend as follows. Exact dates will be specified in the contract upon award.

*First Ordering Period - Date of award through end of calendar year.

*Subsequent ordering period - Throughout (4) one year periods.

Option to Extend the Term of the Contract

The City may extend the term of this contract by written notice to the Contractor within 60 days prior to the expiration of the current initial contract. If the City exercises this option, the extended contract shall be considered to include this option clause.

Delivery Schedule

The Contractor shall propose a delivery schedule after receipt of an order for a given vehicle. In the event delivery cannot be completed within this period, the Contractor shall notify the City when it becomes aware it cannot meet the schedule and shall indicate the reason for delay and a projected delivery date. The City reserves the right to cancel the order at that time without cost to the City. In any event, the City's obligation to pay does not commence until the City accepts delivery of a vehicle from the Contractor.

Reporting Requirements

The City may also request meetings with the Contractor in relation to this agreement. The Contractor will work in good faith to meet with the City for any requested meetings in a timely fashion.

End of Lease Options (Open-End Lease)

At the end of the lease term, the City may:

- (1) Offer the vehicle for sale to a third party
- (2) Purchase the vehicle from the Contractor for the end of term obligation (Reduced Book Value plus other charges)
- (3) Turn the vehicle in to be disposed of by Contractor

When turning vehicles into the Contractor, the Contractor will:

- (1) Check vehicle in with a written report
- (2) Within four weeks, Contractor will communicate to the City a minimum market value for vehicle based on at least two offers or bids.

Funding Information

This contract does not, in itself, order any specific vehicles, nor does it create an obligation of funds. The City obligates funds through issuance of separate documents labeled "purchase orders." Prior to placement of orders, the City expects to issue purchase order(s) containing sufficient funding to cover the projected need through the end of the then-current ordering period. The Contractor and the City will each monitor funding levels to ensure adequate funding is always in place to make payments required under this contract. In the event the Contractor believes a potential shortfall exists, the Contractor shall immediately notify the City and the parties shall take necessary action to address the situation.

Invoice Instructions

Detailed invoicing instructions will be negotiated between the City and the tentatively selected contractor. Any credits due the City shall be separately identified on the invoice and shall be applied against outstanding charges due to the Contractor.

SPECIAL CONTRACT REQUIREMENTS

Insurance and Liability

- (a) The City is insured for liability coverage. The City shall be responsible for damage to:
 - (1) Leased vehicles where such damage is not beyond economical repair, but the Contractor shall be liable for the following:
 - i. normal wear and tear,
 - ii. loss or damage caused by the negligence of the Contractor, its agents, or employees, and
 - iii. damage covered by the manufacturer's warranty or damage attributable to a manufacturing defect; and
 - (2) Property of third persons, or the injury or death of third persons, where such damage results from the fault, negligence, or wrongful act or omission of the City, its agents, or employees.
- (b) The Contractor shall provide and maintain insurance covering its liabilities in amounts of at least \$1,000,000.00 combined single limit.
- (c) The Contractor shall certify to the Administration Department in writing that the required insurance has been obtained. The policies evidencing required insurance should contain an endorsement to the effect that any cancellation or any material change adversely affecting the contract is to be performed as prescribed, or until 30 days after written notice to the Administration Department, whichever period is longer. The policies shall exclude any claim by the insurer for subrogation against the City by reason of any payment under the policies.

City of West Bend Fleet Data

Data as of Date: 9/1/2020

Vehicle #	Vehicle Type	Year	Make	Model	VIN	Current Odometer	Annual Mileage	2019 Mileage	Life to Date Maint.	Annual Maint.	Replacement Vehicle
911	3/4 Ton Van Cargo	1999	Chevy	Express Cargo	1GAHG39R1X1082013	80,930	3,853	3,365	\$9,112.08	\$433.91	Cargo Van
932	3/4 Ton Van Cargo	1999	Ford	E250 Cargo	1FBSS31L1XHB18474	61,155	2,912	1,189	\$4,126.44	\$206.32	defleet
969	Compact Pickup Ext 4x4	2000	Ford	Ranger	1FTZR15V4YPB67990	90,450	4,747	57	\$6,277.50	\$313.88	Silverado 1500 crew cab
988	1 Ton Van Cargo	2000	Ford	E350 Cargo	1FBSS31LXYHB49899	77,001	3,805	355	\$6,297.73	\$331.46	defleet
1015	Full Size SUV 4x4	2001	Ford	Excursion	1FMNU41L91ED04230	104,672	5,457	1,243	\$5,129.07	\$269.95	Suburban
1098	1/2 Ton Pickup Ext 4x4	2003	Ford	F150	2FTPF18Z23CA41720	73,094	4,165	4,203	\$5,424.23	\$319.07	Silverado 1500 crew cab
1151	1/2 Ton Pickup Ext 4x4	2005	Chevy	Silverado 1500	2GCEK13T051312620	62,480	4,111	3,480	\$3,883.10	\$258.87	Silverado 1500 crew cab
1185	Full-size Sedan	2006	Chevy	Impala	2G1WS551069418407	87988	6,215	1,414	\$4,782.00	\$341.57	GMC Terrain
1179	Full Size SUV 4x4	2007	Chevy	Tahoe	1GNFK13007J183823	100,782	7,534	7,472	\$5,721.38	\$440.11	Silverado 2500 crew cab
1231	Compact Pickup Ext 4x4	2009	GMC	Canyon	1GTDT19E498110562	25,596	2,290	756	\$3,457.67	\$314.33	Silverado 1500 crew cab
1263	Full-size Sedan	2009	Chevy	Impala	2G1WS57M491308695	105,113	9,513	1,656	\$9,995.87	\$908.72	GMC Acadia
1296	Full Size SUV 4x4	2010	Chevy	Tahoe	1GNUKAE04AR265664	119,420	11,800	2,795	\$5,747.33	\$574.73	Silverado 1500 crew cab
1332	Full-size Sedan	2012	Chevy	Impala	2G1WD5E37C1258757	108,864	13,608	1,387	\$7,889.20	\$986.15	GMC Terrain
1340	1/2 Ton Pickup Ext 4x4	2013	GMC	Sierra 1500	1GTN2TEX1DZ185197	51,020	6,841	6,794	\$1,562.10	\$223.16	Silverado 2500 crew cab
1355	Compact Sedan	2014	Ford	Focus	1FADP3E20EL238760	39,605	6,409	5,861	\$533.97	\$89.00	Silverado 1500 crew cab
1374	3/4 Ton Pickup Ext 4x4	2015	Ford	F250	1FT7X2B66FEC16163	30,472	5,541	4,774	\$991.67	\$198.33	Silverado 2500 crew cab
1391	1/2 Ton Pickup Ext 4x4	2015	GMC	Sierra 1500	1GTN2TEH2F7356681	9,534	1,776	2,345	\$1,174.11	\$234.82	Silverado 1500 crew cab
1385	Compact SUV 4x4	2015	Chevy	Equinox	2GNFLFE38F6353567	31,190	6,023	6,133	\$240.98	\$48.20	Silverado 1500 crew cab
1444	1/2 Ton Pickup Ext 4x4	2017	GMC	Sierra 1500	1GTV2LEC2HZ312848	16,951	5,650	4,950	\$170.39	\$56.80	Silverado 1500 crew cab
1445	1/2 Ton Pickup Ext 4x4	2017	GMC	Sierra 1500	3GTU2LEH9HG430483	15,009	4,780	4,932	\$77.88	\$25.96	Silverado 1500 crew cab
1235	1/2 Ton Pickup Ext 4x4	2009	GMC	Canyon	1GTDT149598115277	74,495	6,697	4,571	\$7,388.29	\$671.66	Silverado 2500 crew cab
1265	Full-size Sedan	2009	Chevy	Impala	2G1WS57M091308421	94,276	8,570	951	\$6,110.64	\$555.51	Silverado 1500 crew cab
1180	Full-size Sedan	2006	Chevy	Impala	2g1ws551369413542	91,117	6,463	3,424	\$4,457.64	\$318.40	GMC Terrain
*1073	Compact Sedan	2001	Chevy	Cavalier	3G1JC52401S157605	32,372	1,798	2,244	\$2,915.00	\$132.50	GMC Terrain
896	Mid-size Sedan	1998	Chevy	Malibu	1G1ND52T0WY195020	46,298	2,104	166	\$3,773.81	\$171.54	defleet

* Sent to Auction

Replacement vehicles could be proposed of varied make and model as long as it is in a similar class.