

City of Mt. Pleasant, Michigan

REQUEST FOR PROPOSALS

**PURCHASE- BUY BACK
OF MUNICIPAL PICKUPS**



KATHLEEN LING
Mayor

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City of Mt. Pleasant, Michigan

T A B L E O F C O N T E N T S

REQUEST FOR PROPOSALS

**PURCHASE - BUY BACK
OF MUNICIPAL PICKUPS**

Bidding Information

Notice to Bidders

Contract Documents

Proposal

Specifications



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL

320 W. Broadway • 48858-2447
(989) 779-5300

PUBLIC SAFETY

804 E. High • 48858-3595
(989) 779-5100

PUBLIC WORKS

1303 N. Franklin • 48858-4682
(989) 779-5400

REQUEST FOR PROPOSALS

PURCHASE- BUY BACK OF MUNICIPAL PICKUPS

The City of Mt. Pleasant, Michigan, is requesting sealed proposals (RFP) at the Office of the City Clerk, City Hall, 320 West Broadway Street, Mt. Pleasant, Michigan 48858, until 1:30 p.m. (local time), on Tuesday, August 23, 2016, at which time and place the RFP will be publicly announced as closed. All proposals shall be submitted in a sealed envelope, plainly marked "Purchase - Buy Back of Municipal Pickups RFP – August 23, 2016". Bidders must include manufacturer's specifications and the City's specifications sheets, indicating ability to comply, with the bid proposal.

For purposes of review, proposals shall remain valid for a period of 90 days after the due date. Bidders may withdraw their proposal at any time.

No bid deposit or bond is required with this RFP.

To view and download the complete RFP documents and specifications at no charge, visit the City of Mt. Pleasant website at www.mt-pleasant.org and navigate to the Bids and Quotes page.

The City of Mt. Pleasant reserves the right to accept or reject any or all RFPs, to waive any irregularities in the RFPs, and to select the RFP considered most advantageous to the City.

John Zang
DPW Director
(989) 779-5402

Jeremy Howard
City Clerk

**CITY OF MT. PLEASANT, MICHIGAN
REQUEST FOR PROPOSALS
PURCHASE - BUY BACK OF MUNICIPAL PICKUPS**

TO: Office of the City Clerk
City Hall
320 West Broadway St.
Mt. Pleasant, MI 48858

BID DATE: August 23, 2016
TIME: 1:30 p.m.

In accordance with the specifications and other RFP requirements heretofore provided, the undersigned agrees to provide the below listed items at the price(s) set forth below. This is a firm bid and not subject to withdrawal or change for a period of 90 days.

Two (2) 1/2 ton Pickups, with dealer chosen options \$ _____

Respectfully Submitted,

COMPANY _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

PRINT OR TYPE NAME & TITLE _____

EMAIL _____

**CITY OF MT. PLEASANT, MICHIGAN
REQUEST FOR PROPOSALS
PURCHASE - BUY BACK OF MUNICIPAL PICKUPS**

DEFINITIONS

Whenever the following terms appear in the Proposal, the intent and meaning shall be interpreted as follows.

Bid, Request for Proposal, RFP or Proposal: Terms used interchangeable in the Request for Proposal while retaining the same meaning.

City or Owner: The City of Mt. Pleasant, Michigan, the public body, agency or instrumentality for which a contract is to be performed. In the event the City exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances, shall be deemed to have occurred pursuant to the City's authority as a governmental body and shall not be attributable in any manner to the City as apart to the contract.

Contract: The written agreement for performance of the Scope of Work entered into between the City and the successful Bidder.

Contract Administrator: The Director of Public Works or some other employee expressly designated as the Contract Administrator who is representing the City concerning the contract documents.

Bidder: Any individual(s), firm(s), partnership, corporation, limited liability company, or other legal entity submitting a proposal in response to this RFP, acting directly or through a duly authorized representative.

Purchase: A one-time cash payment.

Vendor: Any individual(s), firm(s), partnership, corporation, Limited Liability Company or other legal entity receiving a contract as a result of this RFP, acting directly or through a duly authorized representative.

**CITY OF MT. PLEASANT, MICHIGAN
REQUEST FOR PROPOSALS
PURCHASE - BUY BACK OF MUNICIPAL PICKUPS**

SPECIFICATIONS

Purpose

1. Two pickup trucks in the City of Mt. Pleasant's Motor Pool fleet are scheduled to be replaced this year. The current trucks are Ford F250s, but the replacements shall be 1/2 ton pickups.
2. The contract that results from this RFP will consist of a two-year initial period, with an optional one (1) year renewal period. However, the City understands that the Vendor may need to cancel the contract early if the manufacturer's incentive program ends. Vendor must specify this as condition of bid.
3. This RFP establishes a general scope and terms of services that should form the basis of each proposal.

Vehicle Usage

1. The trucks purchased under this contract will be used by City employees to conduct official City business only. All vehicle operators will be appropriately licensed and have a satisfactory driving record.
2. The City will use and operate, and permit the use and operation, of each vehicle in a careful manner and in compliance with all requirements of any governmental authority having jurisdiction, as applicable.
3. City trucks typically accumulate less than 10,000 miles per year.

Program Scope of Services

Overview

The City of Mt. Pleasant is looking to replace two trucks. This will include the additional services described in this section. Bidders are expected to submit proposals that address all portions of this section. If a Bidder is unable to satisfy every element of this section, but chooses to submit a proposal, the Bidder must clearly identify the element(s) it is unable to satisfy the specifications and the reason the requirement cannot be met. The City will review any exception(s) taken, but, at its sole discretion, may determine the proposal not responsive to the City's requirements and remove it from further consideration.

Vehicle Requirements

- 1. Because the City of Mt. Pleasant is interested in a vehicle replacement program, it will be up to the Bidder to recommend the best vehicle options/packages, vehicle color, etc., to provide for maximum trade-in value.**

2. **Trucks quoted shall be 1/2 ton pickup trucks.** Pickup trucks are to be newest model available. The City will take delivery from dealer stock or order, whichever is the most advantageous to the City.

Vehicle Maintenance

1. Vendor will perform all recall work when necessary. Consideration will be given by the City for the location of the maintenance facility specified by the Bidder.
2. The City of Mt. Pleasant may perform limited vehicle maintenance, such as oil changes, in-house.

Vehicle Damage Repair Due to Collisions

1. The City will be responsible for repairing all vehicle damage due to collisions.
2. The City will be responsible for the replacement of all cracked and damaged glass.

Maintaining Warranty and Repair Services

1. The Vendor will perform all manufacturer-required maintenance at the manufacturer-prescribed intervals. Maintenance intervals will be selected to ensure the continuation of warranty coverage. In no case will maintenance intervals exceed 5,000 miles or one (1) year, whichever comes first.
2. The City will maintain responsibility for maintenance tasks that would typically be considered the duty of the vehicle operation, such as:
 - Periodic visual inspections
 - Fluid level checks and top-off
 - Oil changes
 - Tire pressure check and inflation
3. All scheduled warranty work shall be completed within 48 hours whenever possible.

Warranty Coverage

All vehicles proposed will be covered by a minimum 36-month, 30,000 mile bumper-to-bumper warranty.

The City will be responsible for all acts of vandalism.

Lemon Law

The Vendor will be responsible for pursuing claims under the Michigan Auto Lemon Law.

Additional Information/Clarification

Information provided by the City is intended to secure proposals for the intended purpose. The City has made reasonable effort to provide necessary and accurate information when this request was prepared, but the City is not to be penalized for any inaccuracies in the description of terms or a lack of completeness in any descriptions. Accuracy of this data is not guaranteed. It is the sole responsibility of the Bidder to assure that they have all information necessary for submission of their proposal. Therefore, the Bidder should request additional information or clarification for any statements made in the document that do not appear to conform to industry standards or do not appear to support the intended purpose of this Request for Proposal.

Submission of Proposal

1. Proposal Acknowledged

By submitting a proposal, the Bidder certifies that they have fully read and understand the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

2. Request for Additional Information

The Bidder shall furnish such additional information as the City may reasonably require. This includes information that indicates financial resources as well as ability to provide the products and/or services.

3. Acceptance, Rejection, Modification to Proposals

The City reserves the right to reject any and all proposals, or to waive minor irregularities in the proposals.

4. Proposals Binding

All proposals submitted shall be binding for 90 days following the proposal due date.

Conditions of Proposals

1. Late Proposals

Proposals received by the City after the time specified for receipt will not be considered. Bidders shall assume full responsibility for timely delivery at the location designated for receipt of proposals.

2. Responsiveness of Proposal

All information required by this RFP must be supplied to constitute a complete proposal.

3. Public Closing

All proposals will be publicly closed at the time and place specified.

4. Award

Award shall be made to the responsible Bidder whose proposal is determined to be the most advantageous to the City. The selected proposal will be submitted to the City Commission for acceptance and final award within 90 days from the RFP closing date.

Addenda

Any addenda or answers to written questions supplied by the City to participating Bidders become part of this Request for Proposal and the resulting contract. All addenda should be acknowledged in the appropriately marked area on the proposal sheet.

No negotiations, decisions, or actions shall be initiated or executed by the Bidder as a result of any discussions with any City employee. Only those communications that are in writing from the Financial Services Director or designee may be considered as a duly authorized expression. Also, only communications from Bidders that are signed and in writing will be recognized by the city as duly authorized expressions on behalf of the Bidder.

Prices Proposed

Provide the complete lump sum fixed price proposal for two trucks.

Prices shall be shown in both amounts and extensions, if applicable. In the event of discrepancies existing between unit amounts and extensions or totals, the unit amount shall govern.

All proposal prices shall include all taxes, delivery, permit fees, royalties, license fees, and destination charges, upgrade costs, optional equipment and installation costs along with any other cost or fee arising from the, as well as all costs of packaging, to the designated location with the City of Mt. Pleasant. All costs and compensation shall remain firm and fixed for acceptance for 90 calendar days after the day of the Proposal closing.

Evaluation of Proposals

Award shall be made to the responsible Bidder whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth below.

The City reserves the right to reject any and all proposals, and to waive minor irregularities in the proposal. The City further reserves the right to see new proposals when it is in the best interest of the City to do so.

Local Business Preference

The City has a local preference policy for businesses located within the City limits, which allows a local differential as follows, but should not exceed \$1,500.

<u>Amount of Low Bid</u>	<u>% Differential Allowed</u>
\$5,000 - \$9,999	3%
>\$10,000	2% up to \$1,500