



**CITY OF
COVINGTON
KENTUCKY**

REQUEST FOR PROPOSALS

Fleet Vehicles and Financing

Sub-Part VI Finance

Issued: April 25, 2016

NOTICE TO BIDDERS

ISSUING ENTITY: CITY OF COVINGTON, KENTUCKY

PUBLICATION DATE: Monday, April 25 2016

DUE DATE AND TIME: Friday May 27, 2016 at 3:00PM

STAFF CONTACTS: Lisa Desmarais, Finance Director, ldesmarais@covingtonky.gov

LOCATION: Submit Proposal Binder in sealed package with following statement:
“COVINGTON FLEET RFP-DO NOT OPEN WITH REGULAR MAIL”
City of Covington, Kentucky
1st Floor, Finance Window
20 W. Pike Street
Covington, Kentucky 41011

REVIEW: All bids will be forwarded to the Selection Committee and reviewed according to the evaluation criteria specified within each Sub-Part.

SCHEDULE

EVENT	DATE
RFP Issued	April 25
Pre-Bid Meeting	May 9 at Covington City Hall at 3:00PM
Deadline to submit intent to bid	May 13
Deadline for clarification	May 20
Deadline to submit Proposals	May 27

ADDITIONAL SUB-PARTS

- Sub-Part I Introduction** All Bidders **must** complete separately.

- Sub-Part II Light Duty Vehicles** Bidders **may** complete if relevant.

- Sub-Part III Pursuit Rated Vehicles** Bidders **may** complete if relevant.

- Sub-Part IV Ambulances** Bidders **may** complete if relevant.

- Sub-Part V Fire Apparatus** Bidders **may** complete if relevant.

- Sub-Part VI Finance** Bidders offering financing or Financing Partnership Bidders **must** complete separately.

**CITY OF COVINGTON, KENTUCKY FLEET
REQUEST FOR PROPOSALS (“RFP”)
PART VI VEHICLE FINANCING**

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**CITY OF COVINGTON, KENTUCKY FLEET
REQUEST FOR PROPOSALS (“RFP”)
VEHICLE FINANCING**

SECTION 1 VEHICLE FINANCING DEFINITIONS

Whenever the following terms appear in this Section, the intent and meaning shall be interpreted accordingly:

- 1.1 **“Closed-End Lease Purchase”** shall mean a financing product through which the City shall finance the entire value of the vehicle over a fixed term with ownership transferring to the City at the close of that term.
- 1.2 **“Open-End Lease with Option to Purchase”** shall mean a financing product through which the City shall finance a fixed amount based upon the projected depreciated value of a vehicle for a fixed term resulting in the option to purchase the vehicle for a balloon payment at the end of the term.
- 1.3 **“Operating Lease”** shall mean a financing product through which the City makes regular payments to a financing entity for the use of a vehicle with the vehicle being returned to the financing entity at the close of the term.
- 1.4 **“Financing Services”** shall mean any services provided by a Bidder under this section to assist in the acquisition of the vehicles contemplated under any Sub-Part.
- 1.5 **“Project”** shall mean the City of Covington’s fleet management program, and more specifically this RFP, which is intended to result in the acquisition of substantially all of the vehicles listed on the **MASTER VEHICLE SCHEDULE**.
- 1.6 **“Financing Partnership Bidder”** shall mean any Bidders who are able to provide the vehicle or vehicles and equipment that are contemplated under any specifications and who have a financing partnership with a lender, or similar financing entity, to provide financing options for the acquisition or lease of the vehicles and equipment.
- 1.7 **“Finance Only Bidder”** shall mean any Bidders who are only able to provide the financing for the acquisition of vehicles or vehicles and equipment that are contemplated under any specifications and who do not have an exclusive partnership with any entity that is submitting a response to this RFP.
- 1.8 **“Fleet Management Bidder”** shall mean any Bidders who are able to procure the vehicles and equipment contemplated under and provide financing for the vehicles.

SECTION 2 INSTRUCTIONS TO BIDDERS

- 2.1 **Purpose.** In addition to the General Purpose set forth in Section I of this RFP, the City further defines its purpose in relation to the Finance Sub-Part as its seeking to identify financing for the various vehicles that it is procuring through this RFP. Accordingly, prior to making any Award under this Sub-Part, the City will review each Proposal according to the criteria set forth in Section 2.9 below.
 - 2.1 **Form of Submission.** All proposals submitted under this Part must conform with the format described herein with each component described below, included in a three-ring binder and included under the corresponding tab.
- 2.2 **Exceptions to Covington’s Terms and Conditions.** Covington’s Terms and Conditions to any Agreement entered into pursuant to this RFP are attached to this Sub-Part under Section 4. Bidder must review the Covington Terms and Conditions and make any exceptions on the Finance Terms and Conditions Exception Worksheet. The

Finance Exception form must be signed by an Authorized Representative of the Bidder and included in the proposal binder under **TAB VI-A**.

- 2.3 **Bidder Types.** Phase I of this Sub-Part contemplates the following types of Bidders who might submit Responses to provide for the vehicles and equipment requested within the Specifications. Each Bidder should indicate on the Bidder Information Form the corresponding Bidder type:
- 2.4 Financing Partnership Bidder
- 2.5 Fleet Management Bidder
- 2.6 **Vehicle and Driver Assumptions.** The following are the vehicle and driver assumptions that Bidders should utilize in developing any Proposal under this Part.
- 2.7 Light Duty Vehicles will be used and operated in the course of day to day and administrative functions across departments, including City Hall, Fire Department, Police Department, and Department of Public Improvements.
- 2.8 The City will use and operate all vehicles in a careful manner and in compliance with all applicable traffic laws.
- 2.9 The City will maintain responsibility for all fines and other liens that may be incurred against any and all such fines, assessments, fees, charges, expenses, penalties, and forfeitures incurred in connection with the use of any Financed Vehicle.
- 2.10 Unless otherwise provided, Pursuit-Rated Vehicles under this Agreement will be utilized by law enforcement personnel and may be included in high-speed chases. All drivers engaged in pursuits shall be trained according to departmental policies.
- 2.11 **Financing Assumptions.** Under any Financing Program, Bidders should submit their proposals based upon the terms provided in the Finance Specifications for each vehicle in the attachments at the end of this packet.
- 2.12 **Vehicle Financing.** The City seeks Bidders to submit proposals, which set forth various Financing Programs through which the vehicles and equipment described in may be procured.
- 2.13 **A La Carte Bids.** Bidders may submit proposals to finance any combination of vehicles set forth in the Vehicle Specifications.
- 2.14 **Questions and Answers.** Throughout the Bid Process, Bidders may submit clarifying questions related to the RFP to Finance Director, Lisa Desmarais via email at ldesmarais@covingtonky.gov.
- 2.15 **Evaluation of Proposals.** The Final Award(s) shall be made to the Bidder(s) whose proposal(s) are determined by the City to provide the Best Value according to the process and criteria described in greater detail below:
- Monthly Lease Payments and Structure
 - Overall Financed Cost
 - Clarity of Sample Invoice
 - Monthly fees
 - Legal Documents and corresponding terms and conditions
 - Flexibility of lease terms during lease period
 - Mileage limits

- Timeline for vehicle delivery
- Reporting Capabilities
- Rental availability
- Accident and claims services
- Additional Services Offered
- Understanding of the RFP
- Experience delivering services under the RFP
- Financial condition of the Bidder

- 2.16 **Selection Committee.** The City will establish a Selection Committee to review and evaluate all proposals submitted in response to the RFP. The Selection Committee will be comprised of representatives from various City Departments so as to provide a range of perspectives to contribute to assessing the Best Value according to the criteria set forth below.
- 2.17 **Negotiation.** After making an Award, the City reserves the right to negotiate fair and reasonable terms and conditions based on the information provided in the Prevailing Bidder's Proposal. If after negotiation, the parties fail to reach a Final Agreement, the City reserves the right to proceed to the next highest evaluated proposal.
- 2.18 **Items to be Negotiated.** Terms and conditions that may be negotiated at the sole discretion of the City include but are not limited to issues related to invoicing, additional fees, additional services, depreciation rates, and insurance and maintenance requirements.

SECTION 3 VEHICLE FINANCING ATTACHMENTS

- 3.1 **Financing Schedules.** For any vehicles that it proposes to finance, each Bidder shall produce a proposal based upon the specifications in the corresponding Financing Schedule attached at the end of this packet. In order to submit a financing proposal during Phase I, Bidders must utilize per unit costs from either (1) a Financing Partner or (2) its own Fleet Management quote. Upon the commencement of Phase II, Finance Only Bidders will be provided with an updated schedule of vehicles that were not the subject of a Final Award during Phase I. All Financing Schedules shall be included in the Proposal Binder under **TAB VI-A.**
- 3.2 **Bidder Checklist.** Each Bidder shall complete the Bidder Checklist that is attached to this packet to confirm that it has supplied the requested materials, or, where applicable, that it has not supplied that requested materials. The Bidder Checklist shall be included in the Proposal Binder under **TAB VI-A.**
- 3.3 **Letter of Intent.** Each Bidder shall in not more than one (1) page, express its intent to submit a bid to provide the Light Duty vehicles outlined in the attached Specifications. The Letter of Intent shall be signed by an Authorized Representative of the Bidder and included in the Proposal Binder under **TAB VI-A.**
- 3.4 **Bidder's Statement of Capacity.** Each Bidder must submit information setting forth Bidder's experience and capacity to deliver the Financing Services for which the Bidder is submitting. Evidence of such experience may include without limitation:
- a. Years in business;
 - b. Number of dedicated employees dedicated to delivering the Financing Services;

c. Industry-recognition or accolades.

The Statement of Capacity shall be no more than three (3) pages and included in the Proposal Binder under **TAB VI-A**.

- 3.5 **Financial Capacity and Security**. Bidders must include a statement of financial capacity of not more than three (3) pages which shall include all funding sources that Bidder would utilize to provide for the acquisition and financing of the Vehicles and the ongoing operation of Bidder's business. **TAB VI-A**.
- 3.6 **Statement of Understanding**. Each Bidder must provide a narrative of its understanding of the Project and the key issues involved in providing fleet financing for the aspects of the City's Fleet for which the Bidder is submitting a proposal. The statement of understanding shall be included in the Proposal Binder under **TAB VI-A**.
- 3.7 **Project Plan**. The Bidder must submit a project plan for implementing all aspects of the Financing Program, including any training or corresponding implementation schedule. To address this Section Bidders may include documents outlining any or all of the following if relevant:
- a. Vehicle Delivery Schedule;
 - b. Onboarding Invoicing Process;
 - c. Minor Vehicle Repair Procedure;
 - d. Major Vehicle Repair Procedure;
 - e. Totaled Vehicle Replacement Procedure;
 - f. End of Term Vehicle Turn-In Procedure;

All documents under this section shall be included in the Proposal Binder under **TAB VI-B**.

- 3.8 **Similar Contract List**. Bidder must provide a minimum of two (2) similar contracts that have been awarded to Bidder within the last five (5) years.
- a. Locality Name
 - b. Types and Quantity of Vehicles Financed;
 - c. Cost Savings Achieved;
 - d. Letters of Reference from Customers;
 - e. Contact Information for one representative who may be contacted during the Selection Period.

The example contracts should include the following: **TAB VI-B**.

- 3.9 **Letters of Reference**. In addition to the similar contracts provided above, each Bidder shall submit three (3) letters of reference from representatives of Awarding Entities for which Bidder has procured or provided financing within the last three (3) years. Upon providing the letters of reference the Bidder shall be solely responsible for notifying the contact person at each Awarding Entity that he or she may be contacted by the City during the Bid Process. The City's inability to contact a reference may result in the proposal being deemed Non-Responsive. The letters of reference, may, but do not have to, correlate with the similar contracts described above. The letters of reference shall be included in the Proposal Binder under **TAB VI-B**.
- 3.10 **Bidder's Financing Programs**. Bidder must include a narrative description of each of the Financing Programs that it provides and pertinent details about each program. Such details may include vehicle procurement methods, delivery logistics, interest rates (fixed v. variable), determination of depreciation rates, calculation of balloon payments, calculation of end of term value, standards for determining wear and tear, vehicle disposition methods, and any other aspect relevant to each Financing Program provided by Bidder.

Bidder shall also include samples of all documents utilized for each phase of the Financing Programs described above **TAB VI-B**.

- 3.11 **Bidder's Additional Services**. Bidder may include a description of all additional services not otherwise contemplated under the scope of this Agreement but which complement the nature of this RFP. Such additional services may include car rental services, insurance programs, reporting services, etc... **TAB VI-B**.
- 3.12 **Bidder's Legal Documents**. Bidders must include all Legal Documents that the City will be required to execute in conjunction with any Agreement entered into pursuant to a Final Award and under this RFP. These documents may include master lease agreements, vehicle schedules, financing agreements, general terms and conditions, or any other similar documents or addenda. The Legal Documents shall be included in the Proposal Binder under **TAB VI-C**.
- 3.13 **Bidder's Statements and Invoices**. For all Vehicles that Bidder proposes to provide finance, Bidder must include samples of actual statements that would be utilized to invoice the City. A narrative description of all line items not exceeding three (3) pages must be included with the sample statements. The statements and narrative shall be included in the Proposal Binder under **TAB VI-C**.
- 3.14 **Financing Parameters**. Bidders must include a description of how Interest Rates under their Proposal will be set and include detail such as whether such rates will be variable and under what circumstances. A semi-annual payment amortization schedule based on the corresponding lease period assuming funds to be available on or before August 15, 2016 and lease payments commencing no sooner than November 15, 2016. The total amount of interest and the lease financing factor "Interest rate" must be clearly indicated. A schedule of the amount of lease payment which shall be credited to the lease purchase option. A provision in the lease providing for an option to purchase the vehicles and capital equipment items. **TAB VI-C**.
- 3.15 **Basis for Calculating End of Lease Value**. For any Open-End Lease Proposals, Bidders must include a written statement of no more than two (2) pages detailing how the value of vehicles at the end of any term is determined. Bidder may also elect to include actual case studies under similar contracts that demonstrate how end of lease value was calculated in other circumstances. The narrative description of end of lease value and any case studies must be included in the Proposal Binder under **TAB VI-C**.
- 3.16 **Repair Procedures**. Each Bidder shall provide a description of the required repair procedures for any vehicle under a Financing Program that is subjected to damage that results in less than a Total Loss. This description should include the following: (i) a list of qualified repair shops within thirty (30) miles of the City of Covington, (ii) the description of any communication protocol between the City and the Bidder during the repair process, (iii) reporting requirements of the City following the repair, and (iv) the ability of the City to complete the repairs "In-House." The narrative description of repair procedures must be included in the Proposal Binder under **TAB VI-D**.
- 3.17 **Bid Bond**. All Bidders shall provide a bid bond as security for the bid in the form of a 10% bid bond to accompany their bid. This bid bond shall be issued by a Surety Company who is listed on the U.S. Treasury Departments list of acceptable sureties as published in Department Circular 570. The bid bond shall be issued by an authorized representative of the Surety Company and shall be accompanied by a certified power of attorney dated on or before the date of bid. The bid bond shall include language, which assures that the Bidder/principal shall give a bond or bonds as may be specified in the bidding or contract documents, with good and sufficient surety for the faithful

performance of the contract, including the Basic One (1) Year Limited Warranty, and for the prompt payment of labor and material furnished in the prosecution of the contract.
TAB VI-E.

SECTION 4 FINANCING TERMS AND CONDITIONS

In addition to the terms and conditions set forth in **PART I GENERAL TERMS AND CONDITIONS**, any Final Agreement between the City and a Prevailing Bidder shall incorporate the following terms and conditions:

- 4.1 **Acceptance of Terms and Conditions.** By submitting an RFP, the Bidder acknowledges and agrees to be bound by the terms and conditions set forth in this Part I as well as those in any Part for which the Bidder submits a proposal. This RFP document including all terms, conditions and specifications contained shall become the basis for the City's Final Award(s).
- 4.2 **Right to Substitute or Remove Vehicles.** The City shall have the right, in its sole discretion, to substitute or remove vehicles from the schedules that are attached to each of the Sub-Parts.
- 4.3 **Authorized Representatives.** The Final Master Lease or Purchase Agreement shall include a provision stating that only an Authorized Representative from the City shall have authority to execute a document for the acquisition of a vehicle or extension of a lease under any Financing Program. For the purposes of the Final Agreement, Authorized Representative shall mean the City Manager and Mayor of Covington, Kentucky, acting pursuant to an Order/Resolution of the Covington Board of Commissioners. Any vehicle acquired or lease extended through any other representative or employee shall be deemed an ultra vires transaction create no obligation on the part of the City.
- 4.4 **Annual Renewal.** The Lease or Purchase Agreement shall be for a term of one year with annual renewals not to exceed the useful life of the Vehicle and shall be payable from any revenues, funds, or taxes, or any combination of any revenue, funds, or taxes which are appropriated and budgeted for the City's public purposes during any fiscal period in which the Lease Agreement is renewed.
- 4.5 **Non-Appropriation.** In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under the Lease or Purchase Agreement, then the City will notify the Contractor of such occurrence, and this Agreement shall terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments shall be made or due to the Contractor under this Agreement beyond these amounts appropriated and budgeted by the City to fund payments hereunder.
- 4.6 **Lease Termination.** Any Prevailing Bidder must supply an End of Term Balance and Estimated Resale Value within thirty (30) days of the termination of any vehicle lease under a Financing Program.
- 4.7 **Self-Insurance.** The City is a self-insured entity and to this end any Legal Documents must account for this framework and permit the City to address all disputes, claims, or suits through the Office of the City Solicitor
- 4.8 **Vehicle Repair.** The City shall be solely responsible for conducting all repairs to vehicles that are less than a Total Loss.

4.9 **Equipment.** The Lease or Purchase Agreement shall provide that any Equipment acquired by the City from independent sources shall be the sole property of the City and that at the expiration or sooner termination of any lease term, the City shall retain ownership and possession of all Equipment without penalty. Further the Contractor shall not take any security interest or hold any rights in said Equipment.

**TERMS AND CONDITIONS WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Instructions: After reviewing the terms and conditions provided in Section 4 above, complete the following worksheet to confirm acceptance of all terms and conditions, or, where, applicable indicate rejection and propose substitute terms.

TERM	ACCEPT	REJECT	Basis for rejection; Proposed Substitution
4.1			
4.2			
4.3			
4.4			
4.5			
4.6			
4.7			
4.8			
4.9			

Acknowledgement Of Terms and Conditions

Bidder acknowledges that it has reviewed the above terms and conditions and has indicated its acceptance or rejection in the spaces provided above.

Entity Name

By:_____

Title:_____

**BIDDER CHECKLIST
INCLUDED IN PROPOSAL BINDER UNDER TAB VI-A**

<u>ATTACHMENT</u>	<u>PROVIDED (Y/N)</u>	<u>EXPLANATION If No</u>
FINANCING SCHEDULES (VI-A)		
BIDDER CHECKLIST (VI-A)		
LETTER OF INTENT (VI-A)		
STATEMENT OF CAPACITY (VI-A)		
FINANCIAL CAPACITY AND SECURITY (VI-A)		
STATEMENT OF UNDERSTANDING (VI-A)		
PROJECT PLAN (VI-B)		
SIMILAR CONTRACTS (VI-B)		
LETTERS OF REFERENCE (VI-B)		
BIDDER'S FINANCING PROGRAMS (VI-B)		
BIDDER'S ADDITIONAL SERVICES (VI-B)		
LEGAL DOCUMENTS (VI-C)		
STATEMENTS AND INVOICES (VI-C)		
FINANCING PARAMETERS (VI-C)		
BASIS FOR CALCULATING END OF LEASE VALUE (VI-C)		
REPAIR PROCEDURES (VI-D)		
BID BOND (VI-E)		

**MASTER VEHICLE SCHEDULE
INCLUDED IN PROPOSAL BINDER UNDER TAB VI-A**

VEHICLE (Or Similar)	MODEL YEAR	DEPT.	SUB-PART
Ford Fusion Sedan	2016 OR NEWER	Police	Light Duty
Ford Fusion Sedan	2016 OR NEWER	Police	Light Duty
Ford Fusion Sedan	2016 OR NEWER	Police	Light Duty
Ford Fusion Sedan	2016 OR NEWER	Police	Light Duty
Ford Fusion Sedan	2016 OR NEWER	Police	Light Duty
Ford Transit Van	2016 OR NEWER	Police	Light Duty
Ford F350 4x4 with Plow	2016 OR NEWER	DPI	Light Duty
Ford F350 4x4 with Plow	2016 OR NEWER	DPI	Light Duty
Ford F350 4x4 with Plow	2016 OR NEWER	DPI	Light Duty
Ford F150 4x2	2016 OR NEWER	DPI	Light Duty
Ford F150 4x2	2016 OR NEWER	DPI	Light Duty
Ford F150 4x2	2016 OR NEWER	DPI	Light Duty
Ford F550 Bucket Truck	2013 OR NEWER	DPI	Light Duty
Ford F550 Mechanic Truck	2013 OR NEWER	DPI	Light Duty
Ford F550 Chipper Truck	2013 OR NEWER	DPI	Light Duty
Ford F350 Sign Truck	2013 OR NEWER	DPI	Light Duty
37,000 Dump Truck Chassis	2013 OR NEWER	DPI	Light Duty
Ford F350 4x4, Fire Vehicle	2016 OR NEWER	Fire	Light Duty
Ambulance, Type 1 Ford 450	2016 OR NEWER	Fire	Ambulance/EMS
Pumper Truck	2016 OR NEWER	Fire	Fire Apparatus
Aerial Ladder Truck	2016 OR NEWER	Fire	Fire Apparatus
Heavy Rescue Truck	2016 OR NEWER	Fire	Fire Apparatus

**FORD POLICE INTERCEPTOR SEDAN FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford Police Interceptor Sedan	Model Year: 2016 or newer
Quantity: 18	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Terms: 5 Year, 7 Years, No Mileage Limits (preferred)

Instructions

Utilizing the per unit bid price from the Pursuit-Rated Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Ford Interceptor sedans will be utilized for various administrative functions within the Police Department. These functions include traffic control and investigations, crime scene investigations, and other administrative tasks and errands. Pursuant to Departmental policy, the Light Duty Ford Interceptor sedans will not be utilized in high-speed pursuits unless extenuating circumstances are presented.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**POLICE FORD INTERCEPTOR SUV FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford Police Interceptor SUV, Or Similar	Model Year: 2016 or newer
Quantity: 13	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Term 5 Year, 7 Years, No Mileage Limits

Instructions

Utilizing the per unit bid price from the Pursuit-Rated sub-part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Ford Interceptor SUV will be utilized as a patrol vehicle for the Police Department. These patrol vehicles will generally be utilized for day to day police functions such as traffic stops.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

Closed-End Lease Purchase

Open-End Lease

Operating Lease

**FORD POLICE INTERCEPTOR SUV, FIRE DEPARTMENT
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford Police Interceptor SUV, Fire Department	Model Year: 2016 or newer
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Term 5 Year, 7 Years, No Mileage Limits

Instructions

Utilizing the per unit bid price from the Pursuit-Rated sub-part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Ford Interceptor SUV will be utilized as a patrol vehicle for the Police Department. These patrol vehicles will generally be utilized for day to day police functions such as traffic stops.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

Closed-End Lease Purchase

Open-End Lease

Operating Lease

**FORD FUSION
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford Fusion Sedan, Or Similar	Model Year: 2016 OR newer
Quantity: 18	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Term: 5 Year, 7 Years, No Mileage Limits

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Ford Fusion sedans will be utilized for various administrative functions within the Police Department. These functions include traffic control and investigations, crime scene investigations, and other administrative tasks and errands. Pursuant to Departmental policy, the Light Duty Ford Interceptor sedans will not be utilized in high-speed pursuits unless extenuating circumstances are presented.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD TRANSIT VAN FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: FORD TRANSIT VAN	Model Year: 2016 or newer
Quantity:1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Term: 5 Years, 7 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a financing schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, and (vii) all fees and costs associated with the financing product.

Use Description

The transit van will be utilized by the Police Department for various investigatory functions. It will be equipped with certain equipment to aide in this investigatory capacity.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F350 4x4 WITH PLOWS FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: FORD F350 4x4 with Plow	Model Year: 2016 or newer
Quantity:3	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Term: 5 Years, 7 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a financing schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, and (vii) all fees and costs associated with the financing product.

Use Description

The Ford F350 4x4s with plows will be utilized by the Department of Public Improvements to perform relevant functions, including snow removal.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F150 FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford F150 4x2	Model Year: 2016 or newer
Quantity:4	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The F150s will be utilized by the Department of Public Improvements.

Instructions

Utilizing the per unit bid price from the relevant Sub-Part, provide a financing schedule or schedules for the terms provided. Schedules must include the (i) interest rate, (ii) basis, if any, for the adjustment of the interest rate, (iii) amortization schedule, (iv) lease factor, (v) penalties, and (vi) all fees and costs associated with the financing product.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F550 BUCKET TRUCK FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford F550 Bucket Truck	Model Year: 2013 or newer
Quantity:1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Bucket Truck will be utilized by the Department of Public Improvements.

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F550 MECHANIC TRUCK FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford F550 Mechanic Truck	Model Year: 2013 or newer
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Mechanic Truck will be utilized by the Department of Public Improvements.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F550 CHIPPER TRUCK FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford F550 Chipper Truck	Model Year: 2016
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Chipper Truck will be utilized by the Department of Public Improvements.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F350 SIGN TRUCK FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford F350 Sign Truck	Model Year: 2013 or newer
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Sign Truck will be utilized by the Department of Public Improvements.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**37,000 LB DUMP TRUCK FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-E**

Vehicle Type: 37,000 lb Dump Truck Chassis and Upfit	Model Year: 2016
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years, 15 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The 37,000 lb dump truck will be utilized by the Department of Public Improvements.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**FORD F350 FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Ford F350 4x4, Fire Department Admin.	Model Year: 2016 or newer
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years, 7 Years, 10 Years, No Mileage Limit

Instructions

Utilizing the per unit bid price from the Light Duty Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

This Ford F350 4x4 will be utilized by the Covington Fire Chief to fulfill administrative responsibilities.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**AMBULANCE FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle: Type: Ambulances, Type 1 F450 Chassis	Model Year: 2016
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years; 7 Years; 10 Years

Instructions

Utilizing the per unit bid price from the Ambulance/EMS Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Ambulances will be used by the Covington Fire/EMS Department to provide services to patients throughout the City of Covington.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase

**PUMPER FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Pumper Trucks	Model Year: 2016
Quantity: 2	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years; 10 Years; 15 Years; 20 Years No Mileage Limit

Instructions

Utilizing the per unit bid price from the Fire Apparatus Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The pumpers will be utilized by the Covington Fire Department to respond to fires and emergencies throughout the City of Covington and from time to time fires and emergencies in other jurisdictions.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**AERIAL LADDER FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Aerial Ladder	Model Year: 2016
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years; 10 Years; 15 Years; 20 Years No Mileage Limit

Instructions

Utilizing the per unit bid price from the Fire Apparatus Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Aerial Ladder will be utilized by the Covington Fire Department to respond to fires and emergencies throughout the City of Covington and from time to time fires and emergencies in other jurisdictions.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease

**HEAVY RESCUE FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB VI-A**

Vehicle Type: Heavy Rescue	Model Year: 2016
Quantity: 1	Per Unit Cost: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: 5 Years; 10 Years; 15 Years; 20 Years No Mileage Limit

Instructions

Utilizing the per unit bid price from the Fire Apparatus Sub-Part, provide a Financing Schedule or schedules for the terms provided. Schedules must include the (i) total financed cost, (ii) interest rate, (iii) basis, if any, for the adjustment of the interest rate, (iv) amortization schedule, (v) lease factor, (vi) penalties, (vii) all fees and costs associated with the financing product, and (viii) depreciation rate.

Use Description

The Heavy Rescue will be utilized by the Covington Fire Department to respond to fires and emergencies throughout the City of Covington and from time to time fires and emergencies in other jurisdictions.

Requested Term

The City seeks quotes related to the following terms to finance these vehicles:

Financing Types

The City will consider proposals of the following lease types in making its Final Award:

- Closed-End Lease Purchase
- Open-End Lease with Option to Purchase
- Operating Lease