

NOTICE TO BIDDERS

ISSUING ENTITY: CITY OF COVINGTON, KENTUCKY

PUBLICATION DATE: July 6th, 2017 via City website, www.covingtonky.gov

DUE DATE AND TIME: July 28th, 2017, due by 10:00 a.m.

STAFF CONTACTS:

Steve Hedger, Fleet Manager, shedger@covingtonky.gov

Cassandra Zoda, Assistant City Solicitor, czoda@covingtonky.gov

Allison Hudson, Interim Operations Director, ahudson@covingtonky.gov

LOCATION: Submit Proposal Binder to Covington City Hall, located at 20 West Pike Street, Covington KY 41011, no later than 10 a.m. on Friday, July 28th, 2017, in sealed package with following statement:

“COVINGTON FLEET IFB-DO NOT OPEN WITH REGULAR MAIL”

City of Covington, Kentucky
1st Floor, Finance Window
20 W. Pike Street
Covington, Kentucky 41011

PURPOSE: The City of Covington (the “City”) intends to procure certain vehicles and equipment for its fleet. Included in the City’s current needs are vehicles for the Police Department, Fire Department, the Department of Public Improvements, and City Hall. To this end, this RFP is divided into four parts with two parts (Sub-Parts II-III) corresponding to a required vehicle types and one part pertaining to financing the procurement of the vehicle types (Sub-Part IV). The City will consider proposals for outright acquisition and leasing of the vehicles through a fleet management program. Bidders providing complementary services may form partnerships to submit joint Proposals.

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	7/6/17
Pre-Bid Meeting	7/13/17, 9 a.m. at City Hall, 20 West Pike Street, Covington KY 41011.
Deadline to submit intent to bid	7/13/17
Deadline for clarification	7/25/17
Deadline to submit Bids	7/28/17, due by 10:00 a.m. to 20 West Pike Street, Covington KY 41011.

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 Finance Bidders offering financing or Financing Partnership Bidders must complete separately.

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

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SECTION 1 GENERAL DEFINITIONS

- 1.1 **“Authorized Representative”** shall mean any agent of a Bidder who is authorized by the relevant governing or organizational documents of that entity to bind the business to contracts and obligations.
- 1.2 **“Best Value Bids”** shall mean the bids that the City, in its sole discretion, determines provide the best value to the City based upon the relevant criteria set forth in each Sub-Part.
- 1.3 **“Bidder”** shall mean any individual, firm, partnership, company, or other entity that submits a bid in response to any Sub-Part
- 1.4 **“Bidder Types”** shall mean the following types of Bidders contemplated under this RFP, who may submit a Proposal for any or all of the Sub-Parts. **All Bidders should review this Section to determine the appropriate Bidder type and establish how to proceed.**
- a. **“Equipment Only Bidder”** shall mean a Bidder that submits a bid to provide the Equipment and only the Equipment for any of the Vehicles contemplated under any corresponding Sub-Part. The relevant Sub-Parts for Equipment Only Bidders include:
 - i. Sub-Part II-Light Duty Equipment
 - ii. Sub-Part III-Pursuit Rated Equipment
 - b. **“Finance Partner Bidder”** shall mean a Bidder that is able to provide any Vehicles or Equipment under any Sub-Part and has a partnership or partnerships with a financing entity to finance vehicles and/or equipment. The relevant Sub-Parts for Financing Partnership Bidders include:
 - i. Sub-Part II-Light Duty Vehicles and Equipment
 - ii. Sub Part III-Pursuit Rated Vehicles and Equipment
 - iii. Sub-Part IV- Financing (All Bidders providing financing or having financing partnerships **must** complete this Sub-Part separately).
 - c. **“Finance Only Bidder”** shall mean a Bidder that is able to provide financing for any or all of the Vehicles and Equipment contemplated under this RFP. The relevant Sub-Parts for Finance Only Bidders include:
 - i. Sub Part IV-At the commencement of Phase II, the City will provide interested **Finance-Only Bidders** with a schedule of Vehicles and Equipment to obtain financing quotes.
 - d. **“Fleet Management Bidder”** shall mean a Bidder that is able to provide both Vehicles and Equipment as well as financing for Vehicles and Equipment as a part of a fleet management program. Fleet Management Bidders The relevant Sub-Parts for Fleet Management Bidders include:
 - i. Sub-Part II-Light Duty Vehicles and Equipment
 - ii. Sub Part III-Pursuit Rated Vehicles and Equipment
 - iii. Sub- Part IV- Financing-**In order to be considered for a Final Award, any Finance Partner must separately submit a financing proposal under Part IV.**

- e. **“Vehicle and Equipment Bidder”** shall mean a Bidder that is able to provide both Vehicles and Equipment under any Sub-Part(s) but does not have a Financing Partnership and is not a Fleet Management Bidder. The relevant Sub-Parts for Vehicle and Equipment Bidders are:
 - i. Sub-Part II-Light Duty Vehicles and Equipment
 - ii. Sub Part III-Pursuit Rated Vehicles and Equipment
 - f. **“Vehicle Only Bidder”** shall mean a Bidder that is able to provide only the Vehicles under any Sub-Part but not any Equipment and not the Financing. The relevant Sub-Parts for Vehicle Only Bidders are:
 - i. Sub-Part II-Light Duty Vehicles and Equipment
 - ii. Sub Part III-Pursuit Rated Vehicles and Equipment
- 1.5 **“City”** shall mean the City of Covington, Kentucky, a municipal corporation of the home rule class with a principal place of business at 20 W. Pike Street, Covington, KY 41011.
- 1.6 **“Finance Agreement”** shall mean any agreement entered into between the City and a Best Value Bidder to finance vehicles under any Sub-Part of this proposal.
- 1.7 **“Final Agreement”** shall mean the final expression of the Parties intent based upon the terms and conditions set forth in this RFP, the terms and conditions in any Part for which the Bidder submits a Proposal, the specifications in any Part for which the Bidder submits a Proposal, and the terms and conditions in any Bidder’s Proposal.
- 1.8 **“Final Award”** shall mean any award approved by the Covington Board of Commissioners for the acquisition and financing of vehicles and equipment under any Sub-Part.
- 1.9 **“Non-Responsive Proposal”** shall mean any proposal that fails to substantially comply with the requirements of this RFP, including those of any Sub-Part.
- 1.10 **“Prevailing Bidder(s)”** shall mean the Bidder or Bidders to whom the City makes an award based upon their proposal based upon the determination that said proposal provides the City with the Best Value.
- 1.11 **“Selection Process”** shall mean the process through which the final award shall be made to the Prevailing Bidder or Prevailing Bidders.
- 1.12 **“Sub-Part”** shall mean Parts II (“Light Duty Vehicles”), III (Pursuit Rated Vehicles), and IV (“Vehicle Financing”) of the Proposal and all documents contained in each Sub-Part.

SECTION 2 INTRODUCTION.

- 2.1 **Purpose.** The City of Covington (the “City”) intends to procure certain vehicles and equipment for its fleet. Included in the City’s current needs are vehicles for the Police Department, the Department of Public Improvements, and City Hall. To this end, this RFP is divided into five parts with three parts (Sub-Parts II-III) corresponding to a required vehicle types and one part pertaining to financing the procurement of the vehicle types (Sub-Part IV). The City will consider proposals for outright acquisition and leasing of the vehicles through a fleet management program. Bidders providing complementary services may form partnerships to submit joint Proposals.
- 2.2 **Selection Process Format:** The City shall conduct the Selection Process according to the following guidelines:
- 2.2.1 **Phase I: Vehicles, Equipment, AND Financing.** During Phase I, Bidders are invited to submit Proposals under any Sub-Part, including the Light Duty, Pursuit-Rated, Fire Apparatus, and Financing Sub-Parts. Any Bidders submitting proposals for multiple Sub-Parts **must separately respond to each Sub-Part.** At the close of Phase I, Covington Staff will evaluate all Bids according to the corresponding criteria and determine whether to recommend any Final Awards to the Board of Commissioners.
- 2.2.2 **PHASE II-Finance Only.** During the Finance Only Phase, the City will provide a schedule of Vehicles and Equipment to Finance-Only Bidders.
- 2.3 **Final Awards.** The City may make Final Awards for any Sub-Part at the conclusion of Phase I or Phase II. All Final Awards will require legislative approval by the Covington Board of Commissioners. Upon making a Final Award the City shall reject all other Bids submitted for that Sub-Part.
- 2.4 **Submission Location.** Proposal Binders will be received at the office of The City of Covington Finance Department, which is located at **20 W. Pike Street, Covington, KY 41011** and referred to the Selection Committee for review according to the relevant criteria under each Sub-Part.
- 2.5 **Timeline.** Subject to revision by the City of Covington, the RFP shall take place according to the following schedule:

EVENT	DATE
RFP Issued	7/6/17
Pre-Bid Meeting	7/13/17, 9 a.m. at City Hall, 20 West Pike Street, Covington KY 41011.
Deadline to submit intent to bid	7/13/17
Deadline for clarification	7/25/17
Deadline to submit Bids	7/28/17, due by 10:00 a.m. to 20 West Pike Street, Covington KY 41011.

- 2.6 **Questions and Answers.** Throughout the Selection Process, Bidders may submit clarifying questions related to the RFP via email to designated members of the Covington Staff under each Sub-Part. Staff will answer all questions and maintain a question and responses list, which shall be distributed to all Bidders throughout the Selection Process via email. The Staff contacts for each Sub-Part are as follows:

Sub-Part	Name	Contact
GENERAL SUBMISSION QUESTIONS	Cassandra Zoda	ahudson@covingtonky.gov
LIGHT DUTY VEHICLES	Steve Hedger	shedger@covingtonky.gov
PURSUIT RATED VEHICLES	Steve Hedger	shedger@covingtonky.gov
FINANCE	Bill Moller	ahudson@covingtonky.gov

- 2.7 **Late Proposals.** Absent evidence that the cause of the delay was beyond a Bidder's control, Proposals submitted after the above deadlines shall be rejected and deemed Non-Responsive.
- 2.8 **Evaluation.** A committee, or committees, of qualified City Staff from relevant departments shall evaluate all proposals to determine the Bid for each Part that provide the Best Value. Value shall not be determined according to price alone and shall take into consideration factors such as skill, capacity, quality, reputation and other evaluation criteria under each Sub-part.
- 2.9 **Site Visits/Test Drives/Demonstrations:** For any Proposal submitted under any Sub-Part, the City may request test drives, interviews, demonstrations, and/or the opportunity to ask additional questions of Bidders as deemed necessary during the evaluation process. The City may require additional information from Proposers after the Proposal due date as necessary to complete the evaluation process. The City will schedule test drives of vehicles after proposals have been received. The City may elect not to test drive all vehicles.

SECTION 3 FORM OF SUBMISSION

- 3.1 **Proposal Binder.** Every Proposal must be submitted on the blank forms attached to each Sub-Part and included in a three-ring binder (the "Proposal Binder") under the corresponding tabs. The Proposal Binder must be contained in a sealed package and submitted to the Location and pursuant to the Deadlines provided above. The outside of the sealed package must read "Covington Fleet Proposal—DO NOT OPEN WITH REGULAR MAIL."
- 3.2 **Incomplete Submissions.** Failure to submit ALL forms and information required in this RFP may be grounds for disqualification, subject to the discretion of the City.
- 3.3 **Written Submissions.** Any information provided shall not be official unless reduced to writing by the City. Any unauthorized contact with any other city official or employee in connection with this RFP is prohibited and shall be cause for disqualification.
- 3.4 **Costs of Preparation.** The City of Covington is not responsible for any cost incurred in the preparation of this RFP.

- 3.5 **Corrections** No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by an Authorized Representative.
- 3.6 **Discrepancy in Specifications.** Should a Bidder find any discrepancy in or omissions from the specifications, or be uncertain as to their meaning, the Bidder shall at once notify Staff who will send written instructions to all Bidders.
- 3.7 **Certification of No Conflict.** By submitting its Proposal, Bidder certifies that no employee of his/hers, any affiliate or sub-consultant, has bribed or attempted to bribe an officer or employee of the City.

SECTION 4 INTRODUCTORY BIDDER INFORMATION

All Bidders **must** provide the following information under **TAB I-A** of the Proposal Binder:

- 4.1 **Bidder Information Form.** Each Bidder **must** complete and include the **INTENT TO BID AND BIDDER INFORMATION FORM** that is attached to the end of this Sub-Part I. The **INTENT TO BID AND BIDDER INFORMATION FORM** must be emailed to shedger@covingtonky.gov by no later than **July 13th, 2017** and included in the Proposal Binder under **TAB I-A**.
- 4.2 **Entity Information.** All Bidders must include the following information:
 - a. The Articles of Incorporation of the entity with which the City shall contract for the delivery of the services contemplated herein; and a copy of Bidder's Certificate of Good Standing as issued by the Kentucky Secretary of State shall be included in the Proposal Binder under **TAB I-A**.
 - b. A document that summarizes the Bidder's history, mission statement, customer service policies, and other background information that supports that the Bidder has the qualifications to deliver the services in accordance with the specifications required of this RFP shall be included in the Proposal Binder under **TAB I-A**.
 - c. A one-page organizational chart that illustrates the Bidder's current organizational structure shall be included in the Proposal Binder under **TAB I-A**.

The Entity Information shall be included in the Proposal Binder under **TAB I-A**.

- 4.3 **Non-Collusion Affidavit.** Each Bidder must include its Non-Collusion Affidavit, under **TAB I-A** of the Proposal Binder.
- 4.4 **Bid Bond.** Each Bidder must complete the attached Bid Bond form and post ten percent (10%) of the total amount bid to secure its offer. The Bid Bond shall be included in the Proposal Binder under **TAB I-A**.

SECTION 5 GENERAL TERMS AND CONDITIONS

In addition to any terms and conditions that Bidder accepts under a Sub-Part, the Selection Process and any Final Agreement between the City and a Prevailing Bidder shall be governed by the following General Terms and Conditions:

OFFERS;QUOTES;BIDS

- 5.1 **Prices Offered.** Bidders shall provide both unit price and extended total upon the **MASTER BID WORKSHEET** provided under each Sub-Part. Prices must be stated in units of quantity provided in the Sub-Part Specifications. In case of discrepancy in computing the amount of the quote, the Unit Price quoted will govern. All prices F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). In addition to

the quotes provided on the **MASTER BID WORKSHEET**, Bidders may submit alternate quotes on additional **MASTER BID WORKSHEETS**, which tie items together or which are based upon certain volume thresholds. The Final Award shall take into consideration all variations proposed.

- 5.2 **Modification or Withdrawal of Proposal** A modification of a proposal already received will be considered only if the modification is received prior to the time announced for receipt of proposal. All modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal. Modifications shall be in the same form and manner as the original proposal. Modifications submitted by telephone, telegraph, or facsimile will not be considered. Any bidder may withdraw his bid by giving written notice to the City Clerk at the place such bids are to be received and at any time **prior** to the time that proposal are to be received.
- 5.3 **Single Model or Style**. Each Bidder may only extend offers based upon a single model or style, which the Bidder determines will meet the specifications. Bidders must determine for themselves which model or style to offer.
- 5.4 **Irrevocable Offer**. Any proposal may be withdrawn up until the date and time set above for submission of the proposal. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of 180 days to provide to the City the goods or services set forth in the Proposal Binder until one or more of the proposals have been duly accepted by the City.
- 5.5 **Errors in Bids**. Bidders or their Authorized Representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Bids; failure to do so will be at the bidder's own risk. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error of extension of prices in the bid, the unit price shall govern.
- 5.6 **No Bid**. If not submitting a bid, respond by returning the "Statement of No Bid" no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list.

CITY'S RIGHTS

Under this Request for Proposals the City shall have the following rights:

- 5.7 **Right to Substitute or Modify Specifications**. Throughout the Selection Process and prior to award of the Proposal, the City shall have the right, in its sole discretion, to modify the specifications provided herein. Such modification shall include the ability to add, substitute or remove vehicles or equipment from each Sub-Part for any reason. After a final award, City shall have the right, in its sole discretion, to modify the specifications provided herein. Such modification shall include the ability to add, substitute or remove vehicles or equipment from each Sub-Part for any reason, provided however, that the City shall pay a Prevailing Bidder reasonable, documented increased costs as a result of any such modifications to the specifications.
- 5.8 **Right to Modify Selection Process**. The City reserves the right at any time and from time to time, and for its own convenience, in its sole and absolute discretion, to modify or suspend any and all aspects of the Selection Process, including, but not limited to this RFP, and all or any portion of the Selection Process in or subsequent to the RFP; to obtain further information from any successful applicant, to waive any defects as to form or content of the RFP or any other step in the Selection Process; to reject any and all responses submitted; to reissue the RFP; procure the desired services by any other

means or not proceed in procuring the services; to negotiate with any, all, or none of the respondents to this RFP as to fees, scope of services, or any other aspect of the RFP or services; to negotiate and modify any and all terms of an agreement; and to accept or reject any applicant for entry into a Final Agreement.

- 5.9 **Cancellation.** It is the intention of the City of Covington to purchase material from sources of supply that will give prompt and convenient shipment service. Any failure of the Prevailing Bidder to satisfy the requirements of the City of Covington shall be reason for termination of the Final Award. Any bid may be rejected in whole or in part for good cause when in the best interest of City of Covington.
- 5.10 **Quality Terms.** The City of Covington reserves the right to reject any or all materials if, in its reasonable judgment, the item fails to meet the specification set forth in the Proposal, or otherwise reflects unsatisfactory workmanship or manufacturing or shipping damages.
- 5.11 **Budgetary Constraints; Modification.** The City of Covington reserves the right to reduce or increase the quantity, retract any item from the bid, or upon notification, terminate any agreement entered into under this RFP based upon availability of funds.
- 5.12 **The Right to Audit.** The Prevailing Bidder agrees to furnish such supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the bidder's records pertaining to the work/product for a period of three years after final payment.

INTERPRETATION

- 5.13 **"Or Similar" Interpretation** When a particular manufacturer's name or brand is specified along with the words "or similar" bids will be considered on other brands or on the product of other manufacturers. On all such bids the bidder shall indicate clearly the product (brand and model number) on which the bidder is bidding, and shall supply a sample or sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacturer specified. Failure to submit the above information may be sufficient grounds for rejection of bid. An item shall be considered equal to the item named or described if it is at least equal in quality, durability, strength, design, and other criteria deemed appropriate; it will perform at least equally the function imposed by the general design for the public work being contracted for or the material being purchase; and it conforms substantially to the detailed requirements for the item in the specifications.
- 5.14 **Terms and Conditions Incorporated.** In addition to the terms and conditions set forth in this Part I Section 5, the terms and conditions in Parts II (Light Duty Terms and Conditions), III (Pursuit Rated Terms and Conditions), and IV (Finance Terms and Conditions), shall be incorporated in any Final Agreement between the City and the Prevailing Bidder(s). In the event of conflicting terms, the documents shall have the following priority:
1. The Final Agreement
 2. City's Specifications
 3. Sub-Part Terms and Conditions
 4. General Terms and Conditions
 5. Bidder's Specifications and Agreements

LEGAL REQUIREMENTS AND REGULATIONS

- 5.15 **Tax-Exemption.** The City of Covington is exempt from state sales tax and Federal Excise Tax Certificate No. 61-6001804.
- 5.16 **Royalties and Patents** The successful bidder(s) shall pay all royalties and license fees for equipment or processes in conjunction with the equipment he or she is furnishing. He or she shall defend all suits or claims for infringement of any patent right and shall hold the City of Covington harmless from loss on account thereof and cost and attorney's fees incurred therefore.
- 5.17 **Drug Free Workplace.** The Bidder shall conduct business as a Drug Free Workplace. The Bidder/manufacturer shall provide notice to their employees as required under the Drug-Free Workplace Act of 1988. A copy of the Bidder's Drug-Free Workplace policy shall be furnished to the Purchaser upon request.
- 5.18 **Equal Employment Opportunity Clause.** The City of Covington Kentucky, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, that minority businesses will be afforded full opportunity to submit Bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- 5.19 **Good Standing.** By submitting its Proposal, Bidder affirmatively states that there are no actions, suits or proceedings of any kind pending against Bidder or, to the knowledge of the Bidder, threatened against Bidder before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Bidder to perform its obligations under any Final Agreement, or which question the legality, validity or enforceability hereof or thereof.
- 5.20 **Occupational License.** To the extent any Prevailing Bidder performs will perform work within the City of Covington, pursuant to Chapter 110 of the Covington Code of Ordinances any Prevailing Bidder(s) must obtain a City of Covington Occupational License prior to executing a Final Agreement with the City.
- 5.21 **Code of Ethics.** With respect to this RFP, if any bidder violates or is a party to a violation of the Code of Ethics of the City of Covington Procurement Regulations and/or the Commonwealth of Kentucky statutes, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for the City of Covington.
- 5.22 **Open Records.** All Submissions shall be subject to Kentucky Open Records Act, K.R.S. 61.870, et. seq. Any Bidder that wishes to protect certain materials must mark the pages that it wishes to protect with the words **CONFIDENTIAL TRADE SECRETS** and include an explanation of the reasons that the disclosure of the materials would present an unfair advantage to competitors. Upon receipt of an open records request the City shall make every effort to protect any materials so marked, but makes no representation as to any ability to prevent disclosure as all open records decisions are subject to the final decision of the Kentucky Attorney General.
- 5.23 **Legal Requirements.** It shall be the responsibility of each bidder and supplier to assure compliance with an OSHA, EPA and/or Federal, Commonwealth of Kentucky and City of Covington rules, regulations or other requirements, as each may apply.

INDEMNITY;INSURANCE

- 5.24 **Indemnity.** Upon a Final Award, the Prevailing Bidder(s) shall indemnify and save harmless the City of Covington, its employees and elected leaders from and against all claims, suits, actions, damages, or causes of action arising during the terms of the resulting agreement for any personal injury, loss of life, or damage to property sustained by reason of or as a result of the performance of the services or delivery of goods for which the resulting agreement was entered into, or its agents, employees, invitees, and all other persons, and for and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the City of Covington as set forth in Kentucky Statutes. The Prevailing Bidder(s) covenant and agree to indemnify and save harmless the City of Covington, its employees and elected leaders and to defend from all cost, expenses, damages, attorney's fees, injury or loss to which the City may be subjected by any person, firm, corporation, or organization by reason of any wrongdoing, misconduct, want, or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by the successful bidder(s), his employees, his agents or assigns
- 5.25 **Insurance Requirements.** The Prevailing Bidder(s) must meet the following insurance requirements, which include procuring policies of the types and in the amounts provided below:
- a. **Worker's Compensation.** The Prevailing Bidder must carry a worker's compensation policy in an amount that satisfies the statutory limits under Kentucky Law.
 - b. **General Liability Insurance.** The Prevailing Bidder must carry general liability insurance in an amount not less than \$1,000,000.00 aggregate coverage and \$500,000.00 per incident; and
 - c. **Automobile Insurance.** The Prevailing Bidder must carry qualified automobile insurance in the Commonwealth of Kentucky.

GENERAL TERMS AND CONDITIONS

- 5.26 **Acceptance of Terms and Conditions.** By submitting an RFP, the Bidder acknowledges and agrees to be bound by these General Terms and Conditions.
- 5.27 **Assignment of Contract:** The Prevailing Bidder shall not assign or subcontract any portion of the Contract without the express written consent of the City. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that the City shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of the City.
- 5.28 **No Waiver:** No failure or delay by the City in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by the City in exercising any right, remedy, power or privilege under or in respect of this any agreement entered into under this RFP shall affect the rights, remedies, powers or privileges of the City hereunder or shall operate as a waiver thereof.
- 5.29 **Authority to do Business.** Bidder must be a duly organized and authorized to do business under the laws of Kentucky. Bidder must be in good standing and have full legal capacity to provide the services specified under this Contract. The Bidder must have all necessary right and lawful authority to enter into any Final Agreement for the full term.

- 5.30 **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 any Final Agreement, then the City will notify the Prevailing Bidder of such occurrence, and the Final 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 the Final Agreement are exhausted. No payments shall be made or due to any Prevailing Bidder under any Final Agreement beyond the amounts that are appropriated and budgeted by the City to fund payments hereunder.
- 5.31 **Claims Against the City** In consideration for the right to respond to this RFP, Bidder, waives any claim, liability or expense whatsoever against the City and its Staff, Commissioners, and agents by reason of any or all of the following: any aspect of this RFP, the Selection Process or any part thereof, any informalities or defects in the Selection Process, the failure to enter into any agreement, any statements, representations, acts or omissions of the City, the exercise of any discretion set forth or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.
- 5.32 **Force Majeure.** Neither party shall be considered in default in the performance of its obligations under any Final Agreement to the extent that performance of its obligations is prevented or delayed by any cause beyond its reasonable control, including, without limitation, acts of God; acts or omissions of governmental authorities or the other party; strikes; lockouts or other industrial disturbances; acts of public enemies; wars; blockades; riots; civil disturbances; epidemics; floods; hurricanes; tornadoes; and any other similar acts, events, or omissions. When determined that *force majeure* results in a delay of the Work, the date of delivery or performance of any other obligations of the Prevailing Bidder shall be extended for a period of equal duration to the time lost by reason of the delay. Prevailing Bidder shall notify the City in writing within ten (10) calendar days after recognition of the occurrence of any event that Prevailing Bidder believes will result in a delay. In the absence of such notification, Prevailing Bidder waives the right to claim that Work was delayed by the occurrence of such event. If, however, Prevailing Bidder's performance of other obligations is delayed, or it is reasonable to anticipate that performance will be delayed, for a continuous period of six months from the scheduled date for performance, City shall have the right, in its discretion, to cancel the Agreement upon payment to Prevailing Bidder for work performed up to the time of cancellation.
- 5.33 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Any dispute arising under this Agreement shall be resolved in a court of competent jurisdiction in Kenton County, Kentucky.
- 5.34 **Ethical Workplace.** As a direct notice to all Vendors engaged with the City, if you see or suspect fraud or misconduct by any City of Covington employee or elected or appointed official, please report to the Covington Workplace Fraud Hotline via the following: report online at: www.reportlineweb.com/covingtonky, or call toll0free: (855) 807-3265.

INCLUDE IN PROPOSAL BINDER UNDER TAB I-A

**INTENT TO SUBMIT AND BIDDER INFORMATION FORM
COVINGTON FLEET RFP**

INSTRUCTIONS: All Bidders **must** complete and email this form to shedger@covingtonky.gov no later than **July 13th, 2017 by 5:00PM EST.**

PART I: BIDDER CONTACT INFORMATION

Entity Name:

Click here to enter text.

State of Incorporation:

Click here to enter text.

Representative Name:

Click here to enter text.

Representative Title:

Click here to enter text.

Representative Phone:

Click here to enter text.

Representative Email:

Click here to enter text.

PART II: APPLICATION INFORMATION

Instructions: Please indicate the Sub-Part(s) for which your entity intends to submit responses, including responses that you will be submitting in partnership with a Financing Partner.

Light Duty

Pursuit-Rated

Finance

PART III: BIDDER TYPE

Instructions: Based upon the definitions provided in Section 1.3, please indicate the type of Bidder that describes your entity.

Vehicle Only

Equipment Only

Vehicle and Equipment Only

Financing Partnership

Provide Name of Financing Partner

Click here to enter text.

Fleet Management Bidder

PART III: ACKNOWLEDGEMENT OF SUBMISSION PROCESS

I have reviewed the above Section 1.3 and determined the Bidder Type that is appropriate based upon the services that my entity and partner, if any, is able to provide. Accordingly, I understand the corresponding timelines and submission requirements for my Bidder Type and will proceed according to the relevant instructions hereunder.

Entity:Click here to enter text.

Submitted by:Click here to enter text.

- (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid price, or that of anyone else;
- (d) did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership of other financial interest with said bidder in his business; and
- (e) did not include in his bid price any fees, dues, charges, or assessments because required to do so by reason of his membership in or affiliation with any association, organization, corporation, partnership, company, individual or group of individuals, or because of any agreement or understanding with anyone that he would do so.

Signed: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

(SEAL OF NOTARY HERE)

Notary Public in and for

My commission expires _____.

+ + END OF NON-COLLUSION AFFIDAVIT OF BIDDER + +

**SEND TO CITY OF COVINGTON ATTN: Fleet RFP
20 W. PIKE STREET COVINGTON, KY 41011**

BID BOND FORM

KNOWN ALL MEN BY THESE PRESENTS, that we, the undersigned,

_____ as Principal, and

_____ as Surety, are hereby held and firmly bound
unto the City of Covington, Kentucky as owner in the penal sum of (10% of total

bid)_____for the payment of which, well and truly to be made, we hereby
jointly and severally bind ourselves, our heirs, executors, administrator, successors, and assigns.

Signed this _____ day of _____, 20_____.

The condition of the above obligation is such that whereas the Principal has submitted to the City
of Covington, Kentucky a certain Bid, attached hereto make a part hereof to enter into a contract
in writing, for the _____

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in
the Form of Contract attached hereto (properly completed in accordance with said
Bid) and shall furnish a bond for his faithful performance of said contract, and for the
payment of all persons performing labor or furnishing materials in connection
therewith, and shall in all other respects perform the agreement created by the
acceptance of said Bid, then this obligation shall be void, otherwise the same shall
remain in force and effect; it being expressly understood and agreed that the liability
of the Surety for any and all claims hereunder shall, in no event, exceed the penal
amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety
and its bond shall be in no way impaired or affected by an extension of the time within which the
Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals,
and such of them as are corporations have caused their corporate seals to be hereto affixed and
these presents to be signed by their proper officers, the day and year set forth above.

[Signatures Below]

**SEND TO CITY OF COVINGTON ATTN: Fleet RFP
20 W. PIKE STREET COVINGTON, KY 41011**

_____(L.S.)
Principal

Surety

SEAL By:_____

**SEND TO CITY OF COVINGTON ATTN: Fleet RFP
20 W. PIKE STREET COVINGTON, KY 41011**

CITY OF COVINGTON FLEET RFP STATEMENT OF NO BID

City of Covington Fleet Selection Committee:

We, the undersigned, have declined to submit a bid for the above-referenced RFP for the following reason(s):

We do not offer this product

Our policy schedule would not permit us to perform

Unable to meet specifications

Unable to meet bond requirements

Other

Sincerely,

NOTICE TO BIDDERS

ISSUING ENTITY: CITY OF COVINGTON, KENTUCKY

PUBLICATION DATE: July 6th, 2017 via City website, www.covingtonky.gov

DUE DATE AND TIME: July 28th, 2017, due by 10:00 a.m.

STAFF CONTACTS: Steve Hedger, Fleet Manager, shedger@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	7/6/17
Pre-Bid Meeting	7/13/17, 9 a.m. at City Hall, 20 West Pike Street, Covington KY 41011.
Deadline to submit intent to bid	7/13/17
Deadline for clarification	7/25/17
Deadline to submit Bids	7/28/17, due by 10:00 a.m. to 20 West Pike Street, Covington KY 41011.

ADDITIONAL SUB-PARTS

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

**CITY OF COVINGTON, KENTUCKY FLEET
REQUEST FOR PROPOSALS (“RFP”)
PART II LIGHT DUTY VEHICLES**

TABLE OF CONTENTS

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VEHICLE AND EQUIPMENT SPECIFICATIONS

SECTION 5	(3) 2017 OR NEWER FORD FUSION SEDAN, OR SIMILAR
SECTION 6	(3) 2017 OR NEWER FORD F150 4 X 2, OR SIMILAR, REGULAR CAB PICKUP
SECTION 6.1.1	(3) F150 4 X 2 OR SIMILAR, AFTERMARKET ACCESSORIES
SECTION 7	(1) 2016 OR NEWER FORD F 550 REGULAR CAB, OR SIMILAR, MECHANIC TRUCK
SECTION 8	(1) 2017 FORD F350, REGULAR CAB, OR SIMILAR FIRE DEPARTMENT VEHICLE
SECTION 8.1.1	(1) F350 OR SIMILAR, AFTERMARKET ACCESSORIES
SECTION 9.1	(4) UNSPECIFIED ROTATING VEHICLES

SECTION 1 LIGHT DUTY DEFINITIONS

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

- 1.1 “**Vehicle Only Bidders**” shall have the meaning set forth in Section 2.5 below.
- 1.2 “**Equipment Only Bidders**” shall have the meaning set forth in Section 2.5 below.
- 1.3 “**Vehicle and Equipment Bidders**” shall have the meaning set forth in Section 2.5 below.
- 1.4 “**Financing Partnership Bidders**” shall have the meaning set forth in Section 2.5 below.
- 1.5 “**Fleet Management Bidders**” shall have the meaning set forth in Section 2.5 below.
- 1.6 “**Factory Authorized Warranty/ Service Center**” shall mean the location where qualified repairs under the scope of each Warranty provided by the Manufacturer can be conducted during the term of the Warranty.

SECTION 2 INSTRUCTIONS TO BIDDERS

- 2.1 **Purpose.** In addition to the General Purpose set forth in Sub-Part I of this RFP, the City further defines its purpose in relation to the Light Duty Sub-Part as its seeking to procure various light duty vehicles for departments in the City that require transportation to fulfill their day to day functions. Such functions include administrative tasks, transportation to public improvement projects, and police and fire investigations. To this end, in order to identify the vehicles and financing that will best meet its needs, the City will consider all proposals submitted under this Sub-Part II according to the evaluation criteria set forth in Section 2.11 below.
- 2.2 **Form of Submission.** Every Proposal must be submitted in a three-ring Proposal Binder tabbed according to the attachments set forth below with all Bidder specifications corresponding to the sequencing of the specifications as outlined below. Failure of a Bidder to comply with these submission requirements may result in a submission being deemed Non-Responsive.
- 2.3 **Provide Description Where Required.** Where descriptions of certain specifications are so required, the Exceptions Worksheet will state “**PROVIDE DESCRIPTION.**” All Bidders must respond with the requested detail where applicable. Failure to respond, will be grounds for the City to deem a bid Non-Responsive. Responses such as: “Per attached specifications, see attached literature, as specified, meet specifications,” etc. will be considered inadequate. All descriptions shall be attached to the corresponding **Description and Exceptions Worksheet** and included in the Proposal Binder under the appropriate Tab.
- 2.4 **A La Carte Bids.** Bidders may submit proposals to provide any combination of vehicles and equipment set forth in the Specifications.
- 2.5 **Bidder Types.** This Sub-Part contemplates the following types of Bidders who may 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.
 - a. **Vehicle Only Bidders:** For purposes of this Sub-Part Vehicle Only Bidders shall mean Bidders who are able to only provide the vehicles or vehicles and equipment contemplated under the Light Duty Specifications. Vehicle Only Bidders are not able to provide financing options for the acquisition or lease

of the vehicles and do not have a Finance Partner. At the conclusion of Phase I, provided a Final Award is not made, the City will select the Vehicle Only Bidder whose response provides the Best Value and submit it to the Finance-Only Bidders for consideration under Phase II.

- b. **Equipment Only Bidders**: For purposes of this Sub-Part, Equipment Only Bidders shall mean Bidders who are able to only provide the equipment contemplated under the Light Duty Specifications. Equipment Only Bidders are not able to provide financing options for the acquisition or lease of the equipment and do not have a Finance Partner. At the conclusion of Phase I, the City will assess all variations of equipment pricing options and elect to either (i) select the Equipment Only Bidder that provides the Best Value and provide it to Finance Only Bidders for consideration under Phase II or (ii) reject all Equipment Only Bids pursue an alternative means for procuring equipment.
- c. **Vehicle and Equipment Bidders**. For purposes of this Sub-Part, Vehicle and Equipment Bidders shall mean Bidders who are able to provide both the Unmarked Police Vehicles contemplated under the specifications together with the Unmarked Police Vehicle Equipment. Vehicle and Equipment Bidders must provide itemized pricing setting forth the combined cost of each fully equipped vehicle.
- d. **Financing Partnership Bidders**: For purposes of this Sub-Part, Financing Partnership Bidders include any Bidders who are able to provide the vehicles or vehicles and equipment that are contemplated under the Light Duty Specifications and who have a partnership with a lender, or similar financing entity, to provide financing options for the acquisition or lease of the vehicles and equipment. Financing Partnership Bidders should submit a Response under this Sub-Part and under Sub-Part IV. During Phase II, the City will consider the responses under both Sub-Parts to determine which combination provides the Best Value.
- e. **Fleet Management Bidders**: For purposes of this Sub-Part, Fleet Management Bidders include any Bidders who are able to procure the vehicles and equipment contemplated under the Light Duty Specification and provide financing for the vehicles. Fleet Management Bidders should submit a response under this Sub-Part and under Sub-Part IV (the "Finance Part").

2.6 **Vehicle and Equipment Pricing**. In addition to providing the requested Invoices where applicable, each Bidder shall submit all price quotes upon the **MASTER BID FORM** provided within the Light Duty Specifications. Failure to provide pricing on the forms provided may result in the City deeming a Proposal Non-Responsive.

2.7 **Exceptions**. These specifications are based upon design and performance criteria which have been developed by the City as a result of extensive research and careful analysis. Subsequently these specifications reflect the only type of vehicles that are acceptable at this time and all specifications herein contained are considered as minimum. Bidders shall indicate in the "yes/no" column if their bid complies on each item specified. Exceptions shall be allowed if they are equal to or superior to that specified and provided they are listed and fully explained within the space provided in the **LIGHT DUTY SPECIFICATION WORKSHEET**, which shall be included in the Proposal Binder under **TAB II-A** together with all **SPECIFICATION DESCRIPTIONS**. All deviations, no matter how slight, shall be clearly explained in the column provided on the Specifications Exhibit with said explanation setting forth: (a) how the proposal deviation is different; (b) how the deviation

meets or exceeds the specifications; and (c) why it is necessary. The City reserves the right to require a Bidder to provide proof in each case that a substituted item is equal to that specified. Proposals that are found to have deviations without listing them or bids taking total exceptions to these advertised specifications will be rejected.

- 2.8 **Questions and Answers**. Throughout the Bid Process, Bidders may submit clarifying questions related to the RFP to Steve Hedger via email at shedger@covingtonky.gov.
- 2.9 **Evaluation of Proposals**. The 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:
- Per Unit Vehicle/Equipment Price
 - Total Financed Cost
 - Delivery Timeline AND Schedule
 - Length of time in business
 - Distance to Warranty Repair Sites
 - Warranty
 - Consistency with Specifications
 - Understanding of the RFP
 - Acceptance of Light Duty Terms and Conditions
 - Acceptance of Additional Terms and Conditions
 - Experience delivering services under the RFP
 - Manufacturing expertise and capacity, where applicable
- 2.10 **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.
- 2.11 **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.
- 2.12 **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, and delivery timelines.

SECTION 3 LIGHT DUTY ATTACHMENTS

The following section describes the attachments that must be included in the Proposal Binder for the Light Duty Sub-Part. All attachments must be submitted in the same order and in a form that is substantially similar to the description provided below. Each Bidder should verify submission of the requested submissions on the attached **BIDDER CHECKLIST**.

- 3.1 **Master Bid Worksheet**. Each Bidder shall complete the Master Bid Worksheet attached to this packet. For any alternate pricing proposals such as bulk discounts or discounts for tying together multiple vehicles and equipment, the Bidder must complete additional

Master Bid Worksheets. The completed Master Bid Worksheet(s) shall be included in the Proposal Binder under **TAB II-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. The Bidder Checklist shall be included in the Proposal Binder under **TAB II-A**.
- 3.3 **Specification Worksheet**. The Bidder shall complete the corresponding Specification Worksheet for each Light Duty Vehicle Bid. The completed Specification Worksheet shall be included in the Proposal Binder under **TAB II-A**.
- 3.4 **Exception and Explanatory Addenda**.
- a. **Explanatory Addendum**. Where the Specifications require an explanation or description of certain vehicle components all Bidders shall provide on separate pages the requested explanation with the corresponding specification number as a header. The Explanatory Addendum shall be included in the Proposal Binder under **TAB II-A** immediately following the **SPECIFICATION WORKSHEET**.
 - b. **Exception Addendum**. All exceptions and deviations to Specifications shall be explained in a separate addendum. (the "Exception Addendum"). The Exception Addendum shall reference each Specification Number and provide an explanation that addresses each of the following issues: (i) how the proposal deviation is different; (ii) how the deviation meets or exceeds the specifications; (iii) and why it is necessary. The Exception Addendum, if any, shall be included in the Proposal Binder under **TAB II-A** immediately following the **SPECIFICATION WORKSHEET**.
- 3.5 **Letter of Intent**. Each Bidder shall in not more than one (1) page include a letter that expresses 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 II-A**.
- 3.6 **Statement of Qualifications and Capacity**. Each Bidder shall in not more than three (3) pages include a statement of its qualifications and capacity to provide the Light Duty Vehicles sought under the Specifications. Said statement should highlight the relevant aspects of the Bidder's business and may note characteristics such as specialized methods or processes, historical track-record, industry recognition, etc... The Statement of Qualifications and Capacity shall be included in the Proposal Binder under **TAB II-A**.
- 3.7 **References**. Each Bidder shall submit a list of three (3) references to other companies and/or government entities for which Bidder has provided similar services within the last three (3) years. The list shall state (i) the name of the awarding entity, (ii) a contact person and information for the awarding entity, (iii) the type(s) of vehicles procured for the Awarding Entity, (iv) the timeline from award to delivery under the Contract, and (v) any other relevant information related to the Contract. Such relevant information may include whether any equipment was installed in the vehicles, the various departments that were provided vehicles, and the current status of the contract. The similar contracts list shall be included in the Proposal Binder as **TAB II-A**.
- 3.8 **Legal Documents**. All Bidders must attach any Legal Documents that they desire to have considered for incorporation into any Final Agreement. Failure to submit all Legal Documents will be deemed an incomplete bid subject to disqualification for insufficient materials. Legal documents shall be included in the proposal binder under **TAB II-B**.
- 3.9 **Invoice or Price Quote**. All Bidders shall supply a sample invoice or price quote for each Light Duty Vehicle and/or any Light Duty Equipment for which it submits a proposal and/or

for the procurement of any Equipment. The invoice shall include all fees, charges, pre-payment options, and discounts, including, if any, bulk discounts and the level at which the discount applies. The Bidder may set forth various pricing options on separate sheets. The Invoice or Price Quotes shall be included in the Proposal Binder under **TAB II-B.**

- 3.10 **Cost of Maintenance.** Each Bidder shall provide a statement or statements demonstrating the average cost of maintenance over five (5) years for each vehicle bid under the Light Duty specifications. Preference will be given to Bidders that are able to provide actual statements and reports demonstrating maintenance provided on vehicles over the five (5) year period. Said statements and reports may, but do not have to, correspond with the Similar contracts provided under Section 2.16 above. The cost of maintenance statements and reports shall be included in the Proposal Binder under **TAB II-C.**
- 3.11 **Distance to Warranty Repair Service Center.** For each vehicle bid the Bidder shall provide a list or statement of the distance to the nearest warranty and repair authorized service center. Preference will be given to Bidders who can demonstrate authorized warranty repair centers within thirty (30) miles of Covington. The distance to warranty repair service center shall be included in the Proposal Binder under **TAB III-C.**
- 3.12 **Delivery Options.** Each Bidder shall provide a description of all delivery options that may be available to the City for any vehicles that the Bidder proposes to provide. Such delivery options may include staggered vehicle delivery and any additional costs associated with a staggered delivery schedule. The description of deliver options shall be included in the Proposal Binder under **TAB II-D.**
- 3.13 **Manufacturer's Specifications.** For each vehicle and all equipment bid, the Bidder must furnish the Manufacturer's Specifications in the Proposal Binder under **TAB II-E.**
- 3.14 **Vehicle Warranties.** Each Bidder shall submit copies of all warranties that are required under the Light Duty Specifications. The corresponding Warranties for each vehicle shall be clearly marked so as to distinguish between the multiple vehicles. In the event a Bidder does not provide one of the Warranties outlined in the specifications, the Bidder shall list this as an Exception to the relevant specification. All warranties shall be included in the Proposal Binder under **TAB II-E.**
- 3.15 **Equipment Warranties.** Equipment warranties shall be included in the Proposal Binder under **TAB II-E.**
- 3.16 **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 II-E.**
- 3.17 **Performance Bond.** Where applicable the City reserves the right to require a performance bond to secure delivery of the Vehicles and Equipment under this Sub-Part.

SECTION 4 LIGHT DUTY TERMS AND CONDITIONS

- 4.1 **Bidder's Warranties and Representations.** Upon execution of any Agreement, all documents that Bidder has submitted under Section 2 shall be incorporated as Warranties and Representations, which shall survive the completion of the project.
- 4.2 **Term of Offer.** Any Offer made under this Sub-Part shall remain open for 180 days from the close of the Bid Period.
- 4.3 **Payment.** Payment for the Light Duty Vehicles shall be made according to the terms and conditions of any Finance Partner or Finance Bidder.
- 4.4 **Acceptance.** The City shall not have been deemed to have accepted any Light Duty Vehicle provided under this Sub-Part until the Light Duty Vehicle has been thoroughly inspected for compliance with the specifications by staff within the Department of Public Improvements. Any vehicle not fulfilling the specifications shall be rejected and replaced at no cost to the City.
- 4.5 **Delivery.** Delivery of all Light Duty Vehicles awarded under this Sub-Part shall be made within one hundred (100) days of the parties executing any Final Agreement. Delayed delivery shall be subject to Liquidated Damages in an amount agreed upon by the parties prior to entering into a Final Agreement. Each vehicle shall be delivered to the City's Designated Location with approximately a full tank of fuel.
- 4.6 **Model Year.** Vehicles bid shall be new current production models, complete with all standard equipment, unless otherwise specified and the vehicle shall meet current Department of Transportation and National Highway Traffic and Safety Administration safety requirements. Any item that is standard equipment on the vehicle bid, but not specified below, is not to be removed from the vehicle. Manufacturer's disclaimers indicate that changes in product specifications may occur during the model year and they reserve the right to do so without repercussion.
- 4.7 **Service Area.** All vehicles provided under this Sub-Part shall have a service area that is substantially all of the jurisdictional boundaries of the City of Covington. From time to time, certain vehicles may leave the jurisdictional boundaries as provided in the description within the Vehicle Specifications.

**LIGHT DUTY TERMS AND CONDITIONS EXCEPTION WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB II-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			

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:_____

**TERMS AND CONDITIONS
CUSTOM MANUFACTURED VEHICLES**

The Following terms and conditions shall apply to any Vehicle that is custom-manufactured for the City of Covington under this Light Duty Sub-Part.

1. Acceptance. The City shall not be deemed to have accepted any Custom-Manufactured Vehicle constructed under this Sub-Part until it has had a commercially reasonable time to establish that the Vehicle was constructed in compliance with the specifications. In the event the City determines, in its sole discretion, that any Vehicle is determined to not comply with the specifications, the Manufacturer may be provided with an opportunity to address the non-compliant aspect within a reasonable time agreed upon between the parties in writing. The storage of any Vehicle in a City facility shall not be deemed acceptance. The continued failure of any Vehicle to comply with the specifications shall give the City the right to terminate any Agreement prior to final delivery at no cost to the City.
2. Delivery. The Prevailing Bidder shall assume responsibility for transportation and insurance for the unit while in transport and until accepted by the City according to Paragraph 1 above.
3. Construction Inspections. The Prevailing Bidder shall permit City Staff, or any City Designee, to inspect the Vehicle during manufacturing on no less than two (2) occasions, which shall be determined by the parties for each Apparatus awarded during Final Negotiations. In lieu of an on-site inspection, the Parties may agree to a remote visit conducted via an agreed telecommunications medium.
4. Exception and/or Approve Equal Requests. All specified equipment is to be Original Equipment Manufacturer (OEM) installed, either as standard equipment, a line installation option, or factory authorized Dealer Special Order/Special Equipment (DSO/SE) installation unless otherwise specified herein, or excepted by the bidder. Any specified items or features that are not available as OEM installations shall be declared as such and will require review and approval from the City of Covington. Any literature and/or data needed to support such a review shall be included as part of the bid.
5. Legal Requirements. It shall be the Prevailing Bidder's responsibility to furnish a completed Vehicle that will comply with all Federal, State and Municipal requirements governing design, noise levels, and safety features.
6. Approvals. Any specified items or features that are not available as OEM installations shall be declared as such and will require review and approval from the City of Covington. Any literature and/or data needed to support such a review shall be included as part of the bid.

**LIGHT DUTY BIDDER CHECKLIST
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

7. Warranty. The chassis manufacturer shall guarantee to furnish all warranty services gratis at any franchised dealer(s) within 75 miles of Covington, Kentucky. Acceptance of warranty services offered are subject to the approval of the Manager of the City of Covington's Division of Fleet Management.

8. Warranty Service. It shall be the Prevailing Bidder's responsibility to provide for local warranty service for the completed unit and all parts installed. The successful bidder shall handle all warranty issues that may arise between the City of Covington and the manufacturer of the part or item installed by the upfitter. It shall also be required of the bidder to furnish the names of company and contact person for future reference. Acceptance of warranty offered will be contingent upon approval of Fleet Manager of the Division of Fleet Management.

**LIGHT DUTY BIDDER CHECKLIST
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

<u>ATTACHMENT</u>	<u>PROVIDED (Y/N)</u>	<u>EXPLANATION If No</u>
MASTER BID WORKSHEET (II-A)		
BIDDER CHECKLIST (II-A)		
SPECIFICATION WORKSHEET (II-A)		
EXCEPTION/EXPLANATION ADDENDUM (II-A)		
LETTER OF INTENT (II-A)		
STATEMENT OF QUALIFICATIONS (II-A)		
SIMILAR CONTRACTS (II-A)		
LETTERS OF REFERENCE (II-A)		
LEGAL DOCUMENTS (II-B)		
INVOICE OR PRICE QUOTE (II-B)		
COST OF MAINTENANCE (II-C)		
DISTANCE TO WARRANTY REPAIR (II-C)		
DEVLIERY OPTIONS (II-D)		
MANUFACTURER'S SPECIFICATIONS (II-E)		
VEHICLE WARRANTIES (II-E)		
EQUIPMENT WARRANTIES (II-E)		

**LIGHT DUTY MASTER BID WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

COMPANY NAME:	
CONTACT PERSON:	PHONE:
TITLE:	EMAIL:
MAILING ADDRESS:	

Instructions: Please indicate each vehicle bid and list Base Price, which must include all fees, charges, profit-markups or other associated costs. Please also provide any Discounted Price based upon pre-payment, bulk, or other associated discounts.

VEHICLE/EQUIPMENT	BID? (Y/N)	PER UNIT	[E	TOTAL PRICE
(3) FORD Fusion or similar				
(3) FORD F150 4 x2 or similar regular cab pickup				
(1) FORD F550 regular cab, or similar, mechanic truck				
(1) FORD F350, regular cab, or similar fire department vehicle				
Aftermarket Accessories		USE QUOTE FORM PROVIDED BELOW		
F350 Aftermarket Accessories		USE QUOTE FORM PROVIDED BELOW		
(4) Used vehicles 2008 thru 2012				
TOTAL				

ACKNOWLEDGEMENT

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their quotation is accepted to furnish the item(s) submitted below, including delivery to destination stated on opening page in accordance with the delivery schedule indicated below and according to the prices, products/services information submitted.

SUBMITTED BY: _____

DATE SUBMITTED: _____

SECTION 5 (3) 2017 OR NEWER, FORD FUSION SEDANS, OR SIMILAR

Vehicle and options

- 5.1 Code P0G 2017 Ford Fusion Sedan FWD 2.5L I4, or similar, Engine
- 5.2 Code 997 Cruise Control, tilt wheel, power windows
- 5.3 Code 44W power locks, select shift, 16" steel wheels
- 5.4 Code 100A AM/FM stereo/MP3/Single CD player
- 5.5 Code 55M All weather floor mats black front and rear
- 5.6 Code KEY Extra programmable key
- 5.7 Code 153 Front license plate bracket
- 5.8 Code YZ Oxford white

Warranty

- 5.9 Include warranty information in the Proposal Binder under **TAB II-E.**
 - 5 Year/100,000 mile powertrain warranty minimum
 - 3 Year/36,000 mile Bumper to Bumper warranty minimum

**2017 OR NEWER, FORD FUSION SEDAN, OR SIMILAR
SPECIFICATION WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
5.1		
5.2		
5.3		
5.4		
5.5		
5.6		
5.7		
5.8		
5.9		

**2017 OR NEWER, FORD FUSION SEDAN, OR SIMILAR
SPECIFICATION WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

SECTION 6 (3) 2017 OR NEWER FORD F150 4 X 2, OR SIMILAR, REGULAR CAB PICKUP

ENGINE

- 6.1 Minimum, 282HP @ 6,250 RPM
- 6.2 Minimum, 3.5L-V6 Ti-VCT Engine
- 6.3 The truck shall be equipped with a heavy-duty radiator.
- 6.4 Long life engine coolant capable of protection to minus 35 degrees Fahrenheit.

CHASSIS / POWERTRAIN / FUNCTIONAL

- 6.5 Minimum GVW rating of 6,100 pounds
- 6.6 The wheel base shall not be less than 141 inches
- 6.7 Power steering with an oil cooler
- 6.8 Five (5) full size wheels and tires
- 6.9 Trailer towing package
- 6.10 Fuel tank – 23 gallons
- 6.11 Brakes – 4 wheel disc with ABS
- 6.12 Steering – Electric Power-Assisted
- 6.13 Springs – Front, coil
- 6.14 Springs – Rear, leaf
- 6.15 Spare tire carrier underframe, winch type with safety catch
- 6.16 Jack
- 6.17 Parking brake – foot operated, hand release
- 6.18 Axle rear – 3.55 non-Limited Slip

TRANSMISSION

- 6.19 6-speed automatic type transmission with transfer case; four wheel manual shift.
- 6.20 Heavy duty transmission oil cooler

ELECTRICAL

- 6.21 Battery – Maintenance free
- 6.22 Electronic trailer brake controller
- 6.23 Upfitter switches

EXTERIOR

- 6.24 Regular Cab
- 6.25 8' Bed
- 6.26 Exterior – white
- 6.27 Body shall be of smooth side construction

**2017 OR NEWER, FORD FUSION SEDAN, OR SIMILAR
SPECIFICATION WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

- 6.28 Tailgate – removable with key lock
- 6.29 Manufacturer's standard tinted glass in all windows
- 6.30 Heavy duty rear step bumper
- 6.31 Manual Telescopic trailer towing mirrors
- 6.32 Spray in bed-liner
- 6.33 Minimum four (4) cargo tie downs
- 6.34 Cargo lamp – integrated with high mount stop light

INTERIOR

- 6.35 The unit shall have the manufacturer's standard interior that includes the following:
 - 40/20/40 front seat
 - Dome light
 - Fuel gauge, voltmeter, oil pressure, engine coolant temp, speedometer, tachometer, odometer.
 - Glove box
 - Grab handles
 - Horn – dual note
 - Power point – front
 - Scuff pad – Driver and front passenger doors.
 - All weather rubber floor mats
 - Tilt/telescoping steering wheel
 - Tire pressure monitoring system
 - Extra programmable key

ACCESSORIES

- 6.36 Air conditioning with fresh air temperature controlled heater and windshield defrosters
- 6.37 Windshield wipers and washer with adjustable intermittent wipe
- 6.38 AM/FM radio
- 6.39 Interior mounted day/night rear view mirror

SAFETY / SECURITY

- 6.40 Airbags
- 6.41 Safety Canopy side curtain air bags
- 6.42 Dual stage front seat mounted side airbags
- 6.43 Seat belts, ARS. Manual lap/shoulder belts with height adjusters, pretensioners &
- 6.44 energy management retractors on outside front positions.
- 6.45 SecuriLock Anti-theft ignition
- 6.46 AdvancTrac with Roll Stability Control
- 6.47 Trailer Sway Control

WARRANTY

**2017 OR NEWER, FORD FUSION SEDAN, OR SIMILAR
SPECIFICATION WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB II-A**

6.48 Warranty information will be used in the evaluation of each proposal and must be included in the Proposal Binder under **TAB II-E**.

- 5 Year/100,000 mile powertrain warranty minimum
- 3 Year/36,00 mile Bumper to Bumper warranty minimum

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
6.1		
6.2		
6.3		
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SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
6.21		
6.22		
6.23		
6.24		
6.25		
6.26		
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6.28		
6.29		
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6.39		
6.40		

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
6.41		
6.42		
6.43		
6.44		
6.45		
6.46		
6.47		Provide warranty information under TAB II-E.

SECTION 6.1.1 AFTERMARKET ACCESSORIES

- 6.1.1 Amber LED roof mounted mini light bar
- 6.1.2 Full Headache Rack that protects the entire rear glass (stainless steel preferred)
- 6.1.3 Two (2) clear front corner led strobe lights
- 6.1.4 Go light Stryker model # 3100 or equivalent
- 6.1.5 Two (2) amber taillight mounted strobe lights, must be clear if installed behind a red lens

AFTERMARKET ACCESSORIES PRICE WORKSHEET

SPEC #	EQUIPMENT COST	INSTALLATION COST	TOTAL COST
6.1.1			
6.1.2			
6.1.3			
6.1.4			
6.1.5			

ACKNOWLEDGEMENT

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their quotation is accepted to furnish the item(s) submitted below, including delivery to destination stated on opening page in accordance with the delivery schedule indicated below and according to the prices, products/services information submitted.

SUBMITTED BY: _____

DATE SUBMITTED: _____

SECTION 7 2016 or newer, FORD F550 REGULAR CAB, OR SIMILAR, MECHANIC TRUCK

Engine

- 7.1 Minimum, 300 HP @ 2,800 RPM
- 7.2 Minimum, 660 TQ @ 1,600 RPM
- 7.3 Minimum, 6.7L Diesel Engine
- 7.4 The truck shall be equipped with a heavy-duty radiator.
- 7.5 Long life engine coolant capable of protection to minus 35 degrees Fahrenheit.
- 7.6 Provide Description of engine bid in Proposal Binder under **TAB II-A**, including the following: Displacement; HP; Torque; EPA Mileage: City/Highway.

Chassis / Powertrain / Functional

- 7.7 The Cab to Axle shall not be less than 84 inches
- 7.8 Heavy duty pay load capacity of 19,500 GVWR minimum
- 7.9 Power steering with an oil cooler
- 7.10 Fuel tank – 40 gallons
- 7.11 Brakes – 4 wheel disc with ABS
- 7.12 Springs – Front, coil
- 7.13 Springs – Rear, leaf
- 7.14 Parking brake – foot operated, hand release
- 7.15 Axle front – snow plow prep package mono beam
- 7.16 Axle rear – 4.88 Limited Slip
- 7.17 Dual rear wheel

Transmission

- 7.18 The unit shall be equipped with a 6-speed automatic type transmission. A heavy duty transmission oil cooler shall be provided.

Electrical

- 7.19 Alternator - Minimum 200 amp
- 7.20 Battery – Maintenance free 750 CCA
- 7.21 Electronic brake controller
- 7.22 Upfitter switches
- 7.23 Electronic backup alarm
- 7.24 Engine block heater

Exterior

- 7.25 Exterior - white
- 7.26 Body shall be of smooth side steel construction
- 7.27 Manufacturer's standard tinted glass in all windows
- 7.28 Manual Telescopic trailer towing mirrors
- 7.29 Cargo lamp – integrated with high mount stop light

Interior

- 7.30 The unit shall have the manufacturer's standard interior that includes the following:
 - Minimum seating for three (3)
 - Dome light
 - Fuel gauge, voltmeter, oil pressure, engine coolant temp, speedometer, tachometer & odometer.
 - Glove box
 - Grab handles

- Horn – dual note
- Power point - front
- Scuff pad – Driver and front passenger doors.
- Rubber floor mats – front and rear
- Tilt steering wheel
- Tire pressure monitoring system
- Extra programmable key

Cab and Chassis Accessories

- 7.31 Air conditioning with fresh air temperature controlled heater and windshield defrosters
- 7.32 Windshield wipers and washer with adjustable intermittent wipe
- 7.33 AM/FM radio
- 7.34 Interior mounted day/night rear view mirror

Safety / Security

- 7.35 Airbags
- 7.36 Safety Canopy side curtain air bags
- 7.37 Dual stage front seat mounted side airbags
- 7.38 Seat belts, ARS. Manual lap/shoulder belts with height adjusters, pretensioners & energy management retractors on outside front positions. Include auto lock feature for child seats.
- 7.39 SecuriLock Anti-theft ignition
- 7.40 SOS Post Crash Alert System
- 7.41 AdvancTrac with Roll Stability Control
- 7.42 Trailer Sway Control

Crane and Accessories

- 7.43 Liftmoore model 3200REE-15 or equivalent
- 7.44 Installed at curbside rear on top of body, with boom stowed to the front over curbside compartments
- 7.45 Minimum 10,000 ft./lb. rating at 3200 lbs. capacity at a 3' radius
- 7.46 360 degree continuous hydraulic rotation
- 7.47 Minimum Hydraulic boom extension from 7' to 11' with manual extension to 15'
- 7.48 Minimum hydraulic boom elevation from -5 degrees to +75 degrees
- 7.49 Integral 12 volt DC hydraulic pump reservoir
- 7.50 Minimum 1600 capacity 12 volt DC planetary gear winch with anti two-block feature
- 7.51 Minimum 1/4" x 62' galvanized winch aircraft type cable with 2-part traveling block
- 7.52 Electric pendant style removable remote control with minimum 18' cable
- 7.53 Load limit sensor on boom elevation cylinder for overload protection
- 7.54 Stellar manual pull-out curbside outrigger assembly or equivalent
- 7.55 #20861 Front boom rest for storage above curbside side box or equivalent
- 7.56 Crane owner's manual
- 7.57 Standard white paint
- 7.58 Complete installation and testing of crane and accessories
- 7.59 Training for proper operation and maintenance to be provided by qualified personnel at our location in Covington, Ky.

Crane Service Body

- 7.60 Knapheide model 6132DLR-38J heavy duty crane body, 132" long, 94" wide, with

- 22" deep, 44" high side compartments, suitable for mounting on a 19,500 lb. GVWR dual rear wheel chassis having an 84" C.A. dimension or equivalent
- 7.61 Heavy duty torsion box understructure with tubular cross sills and shear plate rear mounting
 - 7.62 Heavy duty reinforced crane mounting structure in curbside rear compartment with pedestal isolated from side box
 - 7.63 A-40 galvaneal side compartments and double panel compartment doors
 - 7.64 1/8" treadplate floor, compartment tops and cargo walls
 - 7.65 60" tall curbside front vertical gas bottle compartment with retainer and vents
 - 7.66 Crane body package "C" with shelves, drawers, and cabinets or equivalent
 - 7.67 Double overlapping doors on front vertical and horizontal compartments
 - 7.68 Stainless steel 3-point T-handle paddle latches
 - 7.69 Double spring over center door closures
 - 7.70 Automotive type neoprene door seals
 - 7.71 Stainless steel heavy duty continuous door hinges
 - 7.72 Complete undercoating
 - 7.73 Four (4) 6000lb. capacity D-ring tie downs in cargo floor
 - 7.74 Two (2) chrome grab handles
 - 7.75 Bolt-on slam action tailgate
 - 7.76 38J heavy duty rear bumper with work surface, through compartment, vise bracket, and hitch receiver
 - 7.77 LED style FMVSS 108 lighting package with wiring harness
 - 7.78 Rear lights recessed in aluminum light boxes
 - 7.79 Interior compartment lights in each compartment
 - 7.80 Three (3) Ecco LED swivel work lights installed on body
 - 7.81 Two (2) white LED strobes mounted in the front grill
 - 7.82 Two amber LED strobes
 - 7.83 Dimensions TMC-12/1800N pure sine wave inverter with reelcraft retractable cord reel and GFI receptacle or equivalent
 - 7.84 Ingersoll Rand 2475F13GH self-contained air compressor with electric start and separate battery, installed in cargo area
 - 7.85 Miller Bobcat 225 welder/generator with cables, electrode holder, ground clamp, electric start and separate battery, and cover, installed on top side of box
 - 7.86 Reese style removable combination ball / pintle hook assembly
 - 7.87 Fire extinguisher, first aid kit, and triangle reflector kit
 - 7.88 7 way blade rear trailer receptacle
 - 7.89 Rear mud flaps
 - 7.90 Light gray mar – resistant compartment interiors
 - 7.91 Finish paint exterior standard white to match chassis cab
 - 7.92 Linex spray-on cargo bed liner applied to cargo floor, side walls, and compartment tops
 - 7.93 Right rear chassis spring buildup as required
 - 7.94 Complete installation of body and accessories
 - 7.95 Ziebart rustproof chassis cab and body understructure

WARRANTY

- 7.97 Warranty information will be used in the evaluation of each proposal and must be included in the Proposal Binder under **TAB II-E.**

**2016 FORD F550 REGULAR CAB MECHANIC TRUCK
DESCRIPTION AND EXCEPTIONS WORKSHEET**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
7.1		
7.2		
7.3		
7.4		
7.5		
7.6		PROVIDE DESCRIPTION UNDER TAB-A
7.7		
7.8		
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**2016 FORD F550 REGULAR CAB MECHANIC TRUCK
DESCRIPTION AND EXCEPTIONS WORKSHEET**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
7.22		
7.23		
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**2016 FORD F550 REGULAR CAB MECHANIC TRUCK
DESCRIPTION AND EXCEPTIONS WORKSHEET**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
7.42		
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7.59		
7.60		
7.61		

**2016 FORD F550 REGULAR CAB MECHANIC TRUCK
DESCRIPTION AND EXCEPTIONS WORKSHEET**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
7.62		
7.63		
7.64		
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7.80		
7.81		
7.82		

**2016 FORD F550 REGULAR CAB MECHANIC TRUCK
DESCRIPTION AND EXCEPTIONS WORKSHEET**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
7.83		
7.84		
7.85		
7.86		
7.87		
7.88		
7.89		
7.90		
7.91		
7.92		
7.93		
7.94		
7.95		
7.96		
7.97		Provide Warranty Information In Proposal Binder under TAB II-E

**SECTION 8 2017 FORD F350, REGULAR CAB, OR SIMILAR FIRE DEPARTMENT
VEHICLE
ENGINE**

- 8.1 Minimum, 440 HP @ 2,800 RPM
- 8.2 Minimum 860 ft./tq. @ 1600 RPM
- 8.3 Minimum, 6.7L Diesel Engine
- 8.4 Block Heater
- 8.5 The truck shall be equipped with a heavy-duty radiator.
- 8.6 Long life engine coolant capable of protection to minus 35 degrees Fahrenheit.
- 8.7 Provide Description of engine bid: Displacement;HP; Torque;EPA Mileage;City;Highway in the Proposal Binder under **TAB II-A.**

Chassis / Powertrain / Functional

- 8.8 Minimum GVW rating of 10,000 pounds
- 8.9 The wheel base shall not be less than 142 inches
- 8.10 Heavy duty pay load capacity of 11,500 GVWR
- 8.11 Power steering with an oil cooler
- 8.12 Five (5) full size wheels and tires with all-terrain tread design
- 8.13 Trailer towing package capable of towing 12,000 pounds
- 8.14 Fuel tank – 35 gallons
- 8.15 Brakes – 4 wheel disc with ABS
- 8.16 Steering – power rack and pinion
- 8.17 Springs – Front, coil
- 8.18 Springs – Rear, leaf: two stage variable rate
- 8.19 Spare tire carrier underframe, winch type with safety catch
- 8.20 Jack – 2 Ton
- 8.21 Parking brake – foot operated, hand release
- 8.22 Axle front – snow plow prep package mono beam
- 8.23 Axle rear – 3.73 Limited Slip
- 8.24

Transmission

- 8.25 The unit shall be equipped with a 6-speed automatic type transmission with transfer case, and four wheel manual shift. A heavy duty transmission oil cooler shall be provided.
- 8.26 Provide description of transmission bid in the Proposal Binder under **TAB II-A.**

Electrical

- 8.27 Alternator - Minimum 200 amp
- 8.28 Battery – Maintenance free 650 CCA
- 8.29 Electronic brake controller
- 8.30 Upfitter switches

Exterior

- 8.31 Crew Cab
- 8.32 6.5' Bed
- 8.33 Exterior - white
- 8.34 Body shall be of smooth side steel construction
- 8.35 Tailgate – removable with key lock

- 8.36 Manufacturer's standard tinted glass in all windows
- 8.37 Heavy duty rear step bumper
- 8.38 Manual Telescopic trailer towing mirrors
- 8.39 Spray in bed-liner
- 8.40 Minimum four (4) cargo tie downs
- 8.41 Cargo lamp – integrated with high mount stop light

Interior

8.42 The unit shall have the manufacturer's standard interior that includes the following:

- Minimum seating for four (4)
- Dome light
- Fuel gauge, voltmeter, oil pressure, engine coolant temp, speedometer tachometer & odometer.
- Glove box
- Grab handles
- Horn – dual note
- Power point - front
- Scuff pad – Driver and front passenger doors.
- Rubber floor mats – front and rear
- Tilt steering wheel
- Tire pressure monitoring system
- Extra programmable key

Accessories

- 8.43 Air conditioning with fresh air temperature controlled heater and windshield defrosters
- 8.44 Windshield wipers and washer with adjustable intermittent wipe
- 8.45 AM/FM radio
- 8.46 Interior mounted day/night rear view mirror

Safety / Security

- 8.47 Airbags
- 8.48 Safety Canopy side curtain air bags
- 8.49 Dual stage front seat mounted side airbags
- 8.50 Seat belts, ARS. Manual lap/shoulder belts with height adjusters, pre-tensioners & energy management retractors on outside front positions. Include auto lock feature for child seats.
- 8.51 SecuriLock Anti-theft ignition
- 8.52 SOS Post Crash Alert System
- 8.53 AdvancTrac with Roll Stability Control
- 8.54 Trailer Sway Control

Warranty

- 8.55 5 Year/100,000 mile powertrain warranty minimum
- 8.56 3 Year/36,000 mile Bumper to Bumper warranty minimum

Please provide the terms of the manufacturer's standard warranty in the Proposal Binder under **TAB II-E.**

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
8.1		
8.2		
8.3		
8.4		
8.5		
8.6		
8.7		PROVIDE DESCRIPTION UNDER TAB II-A.
8.8		
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8.20		

8.21		
8.22	MEETS Y/N	DESCRIPTION/EXCEPTION
8.23		
8.24		
8.25		
8.26		PROVIDE DESCRIPTION UNDER TAB II-A.
8.27		
8.28		
8.29		
8.30		
8.31		
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8.41		
8.42		

8.43		
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SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
8.44		
8.45		
8.46		
8.47		
8.48		
8.49		
8.50		
8.51		
8.52		
8.53		
8.54		
8.55		Provide Warranty Information under TAB II-E.
8.56		Provide Warranty Information under TAB II-E.

INCLUDE IN PROPOSAL BINDER UNDER TAB II-A

8.1.1 F350 FIRE DEPARTMENT, AFTERMARKET ACCESSORIES

- 8.1.1 Red LED roof mounted light bar
- 8.1.2 Tonneau Cover
- 8.1.3 Two (2) clear front corner led strobe lights
- 8.1.4 Two (2) Red taillight mounted strobe lights (strobe lights must be clear if installed behind a red lens)

AFTERMARKET ACCESSORIES PRICE WORKSHEET

SPEC #	EQUIPMENT COST	INSTALLATION COST	TOTAL COST
8.1.1			
8.1.2			
8.1.3			
8.1.4			

ACKNOWLEDGEMENT

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their quotation is accepted to furnish the item(s) submitted below, including delivery to destination stated on opening page in accordance with the delivery schedule indicated below and according to the prices, products/services information submitted.

SUBMITTED BY: _____

DATE SUBMITTED: _____

INCLUDE IN PROPOSAL BINDER UNDER TAB II-A

9.1 (4) Unspecified Rotating Vehicles

- 9.1.1 Request is for four vehicles, across all vehicle types
- 9.1.2 All manufacturers acceptable
- 9.1.3 Vehicles shall be not older than 2008 models and not newer than 2012
- 9.1.4 Specifications shall be standard manufacturer specifications for each particular vehicle
- 9.1.5 Vehicles to be provided on an open ended lease term, preferably interchangeable on a staggered or rotating basis at six month intervals
- 9.1.6 Lease parameters will contain an option to extend any given vehicle's lease term
- 9.1.7 Vehicles ready for turn-in are to be returned to vendor by City prior to the termination of the lease
- 9.1.8 Mileage restrictions will be reasonable and vary based on application and anticipated usage

AFTERMARKET ACCESSORIES PRICE WORKSHEET

SPEC #	AGREE Y/N	WILL BID IN FINANCE SECTION IV Y/N	
9.1.1			
9.1.2			
9.1.3			
9.1.4			
9.1.5			
9.1.6			
9.1.7			
9.1.8			

ACKNOWLEDGEMENT

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their quotation is accepted to furnish the item(s) submitted below, including delivery to destination stated on opening page in accordance with the delivery schedule indicated below and according to the prices, products/services information submitted.

SUBMITTED BY: _____

DATE SUBMITTED: _____

NOTICE TO BIDDERS

ISSUING ENTITY: CITY OF COVINGTON, KENTUCKY

PUBLICATION DATE: July 6th, 2017 via City website, www.covingtonky.gov

DUE DATE AND TIME: July 28th, 2017, due by 10:00 a.m.

STAFF CONTACTS: Steve Hedger, Fleet Manager, shedger@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

PURPOSE: The City of Covington (the “City”) intends to procure certain vehicles and equipment for its fleet. Included in the City’s current needs are vehicles for the Police Department, Fire Department, the Department of Public Improvements, and City Hall. To this end, this RFP is divided into four parts with two parts (Sub-Parts II-III) corresponding to a required vehicle types and one part pertaining to financing the procurement of the vehicle types (Sub-Part IV). The City will consider proposals for outright acquisition and leasing of the vehicles through a fleet management program. Bidders providing complementary services may form partnerships to submit joint Proposals.

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	7/6/17
Pre-Bid Meeting	7/13/17, 9 a.m. at City Hall, 20 West Pike Street, Covington KY 41011.
Deadline to submit intent to bid	7/13/17
Deadline for clarification	7/25/17
Deadline to submit Bids	7/28/17, due by 10:00 a.m. to 20 West Pike Street, Covington KY 41011.

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 Finance

Bidders offering financing or Financing Partnership Bidders **must** complete separately.

**CITY OF COVINGTON, KENTUCKY FLEET
REQUEST FOR PROPOSALS (“RFP”)
PART III PURSUIT RATED VEHICLES**

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VEHICLE SPECIFICATIONS

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SECTION 1 Pursuit Rated Definitions

- 1.1 “**Equipment Only Bidder**” shall have the meaning set forth in Paragraph 2.3(b) below.
- 1.2 “**Factory Authorized Warranty/ Service Center**” shall mean the location where qualified repairs under the scope of each Warranty provided by the Manufacturer can be conducted during the term of the Warranty.
- 1.3 “**Vehicle Only Bidder**” shall have the meaning set forth in Paragraph 2.3(a) below.
- 1.4 “**Fleet Management Bidder**” shall have the meaning set forth in Paragraph 2.3(d) below.
- 1.5 “**Financing Partnership Bidder**” shall have the meaning set forth in Paragraph 2.3(b) below.
- 1.6 “**Unmarked Police Vehicle**” shall mean a vehicle utilized by the City of Covington Police Department to perform various policing functions other than routine patrol. Such functions include traffic and criminal investigations, administrative duties.
- 1.7 “**Marked Police Vehicle**” shall mean a vehicle utilized by the City of Covington Police Department to perform patrol functions and to be operated in accordance with all Departmental policies and procedures.

SECTION 2 Pursuit Rated Instructions to Bidders

- 2.1 **Purpose.** In addition to the General Purpose set forth in Sub-Part I of this RFP, the City further defines its purpose in relation to the Pursuit Rated Sub-Part as its seeking to procure Marked and Unmarked Police Vehicles as well as certain Equipment to be utilized in performing policing functions throughout the City. The City also seeks one (1) Police Interceptor or similar vehicle to be utilized by the Fire Department to perform various administrative functions. To this end, all Proposals shall be evaluated by the Selection Committee according to the evaluation criteria set forth in Section 2.8 below.
- 2.2 **Form of Submission.** Every Proposal must be submitted in a three-ring Proposal Binder tabbed according to the attachments set forth below with all Bidder specifications corresponding to the sequencing of the specifications as outlined below. Failure of a Bidder to comply with these submission requirements may result in a submission being deemed Non-Responsive
- 2.3 **Provide Description Where Required.** Where descriptions of certain specifications are so required, the Exceptions Worksheet will state “**PROVIDE DESCRIPTION.**” All Bidders must respond with the requested detail where applicable. Failure to respond, will be grounds for the City to deem a bid Non-Responsive. Responses such as: “Per attached specifications, see attached literature, as specified, meet specifications,” etc. will be considered inadequate. All descriptions shall be attached to the corresponding **Description and Exceptions Worksheet** and included in the Proposal Binder under the appropriate Tab.
- 2.4 **A La Carte Bids.** Bidders may submit proposals to provide any combination of vehicles set forth in the Vehicle Specifications.
- 2.5 **Bidder Types.** 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.
 - a. **Vehicle Only Bidders:** For purposes of this Sub-Part Vehicle Only Bidders shall mean Bidders who are able to only provide the vehicles or vehicles and equipment contemplated under the Pursuit-Rated Specifications. Vehicle

Only Bidders are not able to provide financing options for the acquisition or lease of the vehicles and do not have a Financing Partner.

- b. **Equipment Only Bidders**: For purposes of this Sub-Part, Equipment Only Bidders shall mean Bidders who are able to only provide the equipment contemplated under the Pursuit-Rated Specifications. Equipment Only Bidders are not able to provide financing options for the acquisition or lease of the equipment and do not have a Financing Partner.
- c. **Vehicle and Equipment Bidders**. For purposes of this Sub-Part, Vehicle and Equipment Bidders shall mean Bidders who are able to provide both the Vehicles contemplated under the specifications and the Equipment. Bidders must provide itemized pricing setting forth the combined cost of each fully equipped vehicle.
- d. **Financing Partnership Bidders**: For purposes of this Sub-Part, Financing Partnership Bidders include any Bidders who are able to provide the vehicles or vehicles and equipment that are contemplated under the Pursuit-Rated Specifications and who have a partnership or partnerships with a lender, or similar financing entity, to provide financing options for the acquisition or lease of the vehicles and equipment. Finance Partnership Bidders **must** submit a response under this Sub-Part and separately under Sub-Part IV (the "Finance Part").
- e. **Fleet Management Bidders**: For purposes of this Sub-Part, Fleet Management Bidders include any Bidders who are able to procure the vehicles and equipment contemplated under the Pursuit-Rated Specification and provide financing for the vehicles. Fleet Management Bidders **must** submit a response under this Sub-Part and separately under Sub-Part IV (the "Finance Part").

2.6 **Vehicle and Equipment Pricing**. In addition to providing the requested Invoices where applicable, each Bidder shall submit all price quotes upon the **MASTER BID FORM** provided within the Pursuit Rated Specifications. Failure to provide pricing on the forms provided may result in the City deeming a Proposal Non-Responsive

2.7 **Exceptions**. These Specifications are based upon performance criteria which have been developed by the City as a result of extensive research and careful analysis. Utilizing the **PURSUIT RATED SPECIFICATION WORKSHEET**, Bidders shall indicate in the "yes/no" column if their Bid complies on each numbered item specified. Exceptions shall be allowed if they are equal to or superior to that specified and provided they are listed and fully explained on a separate page. All deviations, no matter how slight, shall be clearly denoted in the corresponding column. For any deviation, the Bidder shall follow the instructions provided in Section 3.4 below. Bids not including all exceptions shall be deemed Non-Responsive.

2.8 **Questions and Answers**. Throughout the Selection Process, Bidders may submit clarifying questions related to the RFP to Steve Hedger via email at shedger@covingtonky.gov.

2.9 **Evaluation of Proposals**. The 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:

- Per Unit Vehicle/Equipment Price
- Total Financed Cost

- Delivery Timeline
 - Warranty
 - Consistency with Specifications
 - Distance to Factory Authorized Warranty Service Center
 - Understanding of the RFP
 - Acceptance of Light Duty Terms and Conditions
 - Acceptance of Additional Terms and Conditions
 - Experience delivering services under the RFP
 - Manufacturing expertise and capacity, where applicable
- 2.10 **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.
- 2.11 **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.
- 2.12 **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, and delivery timelines.

SECTION 3 PURSUIT RATED ATTACHMENTS

The following section describes the attachments that must be included in the Proposal Binder for the Pursuit Rated Sub-Part. All attachments must be submitted in the same order and in a form that is substantially similar to the description provided below. Each Bidder should verify submission of the requested submissions on the attached **BIDDER CHECKLIST**.

- 3.1 **Master Bid Worksheet.** Each Bidder shall complete the Master Bid Worksheet attached to this packet. For any alternate pricing proposals such as bulk discounts or discounts for tying together multiple vehicles, the Bidder must complete additional Master Bid Worksheets for such proposals to be given consideration. The completed Master Bid Worksheet(s) shall be included in the Proposal Binder under **TAB III-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 III-A**.
- 3.3 **Specification Worksheet.** The Bidder shall complete the corresponding Specification Worksheet for each Pursuit Rated Vehicle Bid. The completed Specification Worksheet shall be included in the Proposal Binder under **TAB III-A**.
- 3.4 **Exception and Explanatory Addenda.**
- a. **Explanatory Addendum.** Where the Specifications require an explanation or description of certain vehicle components all Bidders shall provide on separate pages the requested explanation with the corresponding specification number as a header. The Explanatory Addendum shall be included in the Proposal Binder under **TAB III-A** immediately following the **SPECIFICATION WORKSHEET**.

- b. **Exception Addendum.** All exceptions and deviations to Specifications shall be explained in a separate addendum. (the "Exception Addendum"). The Exception Addendum shall reference each Specification Number and provide an explanation that addresses each of the following issues: (i) how the proposal deviation is different; (ii) how the deviation meets or exceeds the specifications; (iii) and why it is necessary. The Exception Addendum, if any, shall be included in the Proposal Binder under **TAB III-A** immediately following the **SPECIFICATION WORKSHEET.**
- 3.5 **Letter of Intent.** Each Bidder shall in not more than one (1) page include a letter that expresses its intent to submit a bid to provide the Pursuit Rated 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 III-A.**
- 3.6 **Statement of Qualifications and Capacity.** Each Bidder shall in not more than three (3) pages include a statement of its qualifications and capacity to provide the Vehicles sought under the Specifications. Said statement should highlight the relevant aspects of the Bidder's business and may note characteristics such as specialized methods or processes, historical track-record, industry recognition, etc... The Statement of Qualifications and Capacity shall be included in the Proposal Binder under **TAB III-A.**
- 3.7 **References.** Each Bidder shall submit a list of three (3) references to other companies and/or government entities for which Bidder has provided similar services within the last three (3) years. The list shall state (i) the name of the awarding entity, (ii) a contact person and information for the awarding entity, (iii) the type(s) of vehicles procured for the Awarding Entity, (iv) the timeline from award to delivery under the Contract, and (v) any other relevant information related to the Contract. Such relevant information may include whether any equipment was installed in the vehicles, the various departments that were provided vehicles, and the current status of the contract. The references list shall be included in the Proposal Binder under **TAB III-A.**
- 3.8 **Legal Documents.** All Bidders must attach any Legal Documents that they desire to have considered for incorporation into any Final Agreement between the Bidder and the City. Failure to submit all Legal Documents will be deemed a Non-Responsive bid subject to disqualification for insufficient materials. Legal documents shall be included in the Proposal Binder under **TAB III-B.**
- 3.9 **Invoice or Price Quote.** All Bidders shall supply a sample invoice or price quote for each Pursuit Rated Vehicle and/or any Equipment for which it submits a proposal and/or for the procurement of any Equipment. The invoice shall include all fees, charges, pre-payment options, and discounts. The Bidder may set forth various pricing options on separate sheets. The Invoice or Price Quotes shall be included in the Proposal Binder under **TAB III-B.**
- 3.10 **Cost of Maintenance.** Each Bidder shall provide a statement or statements demonstrating the average cost of maintenance over five (5) years for each vehicle bid under the Pursuit-Rated specifications. Preference will be given to Bidders that are able to provide actual statements and reports demonstrating maintenance provided on vehicles over the five (5) year period. Said statements and reports may, but do not have to, correspond with the Similar contracts provided under Section 2.16 above. The cost of maintenance statements and reports shall be included in the Proposal Binder under **TAB III-C.**
- 3.11 **Distance to Warranty Repair Service Center.** For each vehicle bid the Bidder shall provide a list or statement of the distance to the nearest warranty and repair authorized

service center. Preference will be given to Bidders who can demonstrate authorized warranty repair centers within thirty (30) miles of Covington. The distance to warranty repair service center shall be included in the Proposal Binder under **TAB III-C.**

- 3.12 **Delivery Options.** Each Bidder shall provide a description of all delivery options that may be available to the City for any vehicles that the Bidder proposes to provide. Such delivery options may include escalated vehicle delivery, staggered vehicle delivery, and any additional costs associated with any alternative delivery schedule. The description of the delivery options shall be included in the Proposal Binder under **TAB III-D.**
- 3.13 **Manufacturer's Specifications.** For each vehicle and all equipment bid, the Bidder must furnish the Manufacturer's Specifications in the Proposal Binder under **TAB III-E.**
- 3.14 **Vehicle Warranties.** Each Bidder shall submit copies of all warranties that are required under the Pursuit Rated Specifications. The corresponding Warranties for each vehicle shall be clearly marked so as to distinguish between the multiple vehicles. In the event a Bidder does not provide one of the Warranties outlined in the specifications, the Bidder shall list this as an Exception to the relevant specification. All warranties shall be included in the Proposal Binder under **TAB III-E.**
- 3.15 **Equipment Warranties.** Equipment warranties shall be included in the Proposal Binder under **TAB III-E.**
- 3.16 **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. The Bid Bond shall be included in the Proposal Binder under **TAB III-E.**
- 3.17 **Performance Bond.** Where applicable the City reserves the right to require a performance bond to secure delivery of the Vehicles and Equipment under this Sub-Part.

SECTION 4 PURSUIT RATED TERMS AND CONDITIONS

- 4.1 **Bidder's Warranties and Representations.** Upon execution of a Final Agreement, all documents that Bidder has submitted under Section 2 shall be incorporated as Warranties and Representations, which shall survive the completion of the Project.
- 4.2 **Term of Offer.** Any Offer made under this Sub-Part shall remain open for 180 days from the close of the Selection Period.
- 4.3 **Payment.** Payment for the Pursuit-Rated Vehicles shall be made according to the terms and conditions of any Finance Partner or Finance Bidder.
- 4.4 **Acceptance.** The City shall not have been deemed to have accepted any Pursuit Rated Vehicle provided under this Sub-Part until the Pursuit Rated Vehicle has been thoroughly inspected for compliance with the specifications. Such inspection shall be made by designated staff within the Department of Public Improvements and not be subject to any fixed time requirement. Any vehicle not fulfilling the specifications shall be rejected and replaced at no cost to the City.

- 4.5 **Delivery.** Delivery of all Pursuit Rated Vehicles awarded under this Sub-Part shall be made no later one hundred (100) days of the parties executing any Final Agreement. Delayed delivery shall be subject to Liquidated Damages in an amount agreed upon by the parties prior to entering into a Final Agreement. Each vehicle shall be delivered to the City's Designated Location with approximately a full tank of fuel.
- 4.6 **Model Year.** Vehicles bid shall be new current production models, complete with all standard equipment, unless otherwise specified and the vehicle shall meet current Department of Transportation and National Highway Traffic and Safety Administration safety requirements. Any item that is standard equipment on the vehicle bid, but not specified below, is not to be removed from the vehicle. Manufacturer's disclaimers indicate that changes in product specifications may occur during the model year and they reserve the right to do so without repercussion.
- 4.7 **Service Area.** All vehicles provided under this Sub-Part shall have a service area that is substantially all of the jurisdictional boundaries of the City of Covington. From time to time, certain vehicles may leave the jurisdictional boundaries as provided in the description within the Vehicle Specifications.

**PURSUIT RATED TERMS AND CONDITIONS EXCEPTION WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB III-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			

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:_____

**PURSUIT RATED MASTER BID WORKSHEET
INCLUDE IN PROPOSAL BINDER UNDER TAB III-A**

COMPANY NAME:	
CONTACT PERSON:	PHONE:
TITLE:	EMAIL:
MAILING ADDRESS:	

Instructions: Please indicate each vehicle bid and list Base Price, which must include all fees, charges, profit-markups or other associated costs. Please also provide any Discounted Price based upon pre-payment, bulk, or other associated discounts.

VEHICLE/EQUIPMENT	BID? (Y/N)	PER UNIT	TOTAL PRICE
2017 POLICE FORD INTERCEPTOR SUV, OR SIMILAR (QTY 14)			
MARKED POLICE CAR EQUIPMENT	PROVIDE ON FORM BELOW		
UNMARKED POLICE CAR EQUIPMENT	PROVIDE ON FORM BELOW		

ACKNOWLEDGEMENT

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their quotation is accepted to furnish the item(s) submitted below, including delivery to destination stated on opening page in accordance with the delivery schedule indicated below and according to the prices, products/services information submitted.

SUBMITTED BY: _____

DATE SUBMITTED: _____

**PURSUIT RATED BIDDER CHECKLIST
INCLUDE IN PROPOSAL BINDER UNDER TAB III-A**

<u>ATTACHMENT</u>	<u>PROVIDED (Y/N)</u>	<u>EXPLANATION If No</u>
MASTER BID WORKSHEET (III-A)		
BIDDER CHECKLIST (III-A)		
SPECIFICATION WORKSHEET (III-A)		
EXCEPTION/EXPLANATION ADDENDUM (III-A)		
LETTER OF INTENT (III-A)		
STATEMENT OF QUALIFICATIONS (III-A)		
SIMILAR CONTRACTS (III-A)		
LETTERS OF REFERENCE (III-A)		
LEGAL DOCUMENTS (III-B)		
INVOICE OR PRICE QUOTE (III-B)		
COST OF MAINTENANCE (III-C)		
DISTANCE TO WARRANTY REPAIR (III-C)		
DEVLIERY OPTIONS (III-D)		
MANUFACTURER'S SPECIFICATIONS (III-E)		
VEHICLE WARRANTIES (III-E)		
EQUIPMENT WARRANTIES (III-E)		
BID BOND (III-E)		

**SECTION 5 2017 OR NEWER, FORD POLICE INTERCEPTOR SUV, OR
SIMILAR
(QUANTITY 14)**

- 5.1 Ford Police SUV Sedan, or similar, AWD 3.7L V6 FFV Ti-VCT Engine
- 5.2 Police Interior upgrade package- Full Floor console
- 5.3 Front Headlamp/Police Interceptor Housing only- predrilled
- 5.4 Tail Lamp Two rear integrated LED lights
- 5.5 Ultimate wiring package
- 5.6 Police wire harness connector kit-Front
- 5.7 J Police wire harness connector kit-Rear
- 5.8 License plate racket-Front
- 5.9 Dark Car feature-Courtesy lamp disabled
- 5.10 Prewire for grill lamp, siren and speaker
- 5.11 Spot Lamp Driver's side LED
- 5.12 Sync TM Basic – Voice activated communication system
- 5.13 Rear Door Handle Inoperable/ locks Inoperable
- 5.14 Rear Console plate
- 5.15 Keyed alike- will provide key code
- 5.16 Reverse Sensing
- 5.17 Heated Mirrors
- 5.18 Oxford white

Warranty

- 5.19 Warranty information will be used in the evaluation of each proposal and must be included in the Proposal Binder under **TAB III-E.**
 - 5 Year/60,000 mile powertrain warranty minimum
 - 3 Year/36,00 mile Bumper to Bumper warranty minimum

2017 OR NEWER POLICE FORD INTERCEPTOR SUV, OR SIMILAR SPECIFICATION WORKSHEET

SPEC #	MEETS Y/N	DESCRIPTION/EXCEPTION
5.1		
5.2		
5.3		
5.4		
5.5		
5.6		
5.7		
5.8		
5.9		
5.10		
5.11		
5.12		
5.13		
5.14		
5.15		
5.16		
5.17		
5.18		
5.19		Provide Warranty Information under TAB III-E.

SECTION 6 MARKED POLICE VEHICLE EQUIPMENT (18)

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1.	12 EA	Item Description , Legend 45" Lightbar Mfg: Federal Signal Model No.: LGD45-00075 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
2.	14 EA	Item Description , PA-640 light/siren controller Mfg: Federal Signal Model No.: 640000 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
3.	14 EA	Item Description , Siren Speaker Mfg: Federal Signal Model No.: 750501 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
4.	14 EA	Item Description , Speaker Bracket Mfg: Federal Signal Model No.: 75020110 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
5.	14 EA	Item Description , Interface Module Mfg: Federal Signal Model No.: Z8583446E Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
6.	12 EA	Item Description , SUV Partition Mfg: Setina Model No.: PK1130ITU12 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

7.	12 EA	Item Description , Transport Seat with Center pull seatbelt system Mfg: Setina Model No.: OK0494ITU12 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
8.	12 EA	Item Description , Window Guards Mfg: Setina Model No.:WK0514ITU12 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
9.	12 EA	Item Description , Push Guards .Mfg: PRO-GARD Model No.: PB47UIN16 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
11.	14 EA	Item Description , Console .Mfg: Havis Model No.: C-V-1308 INUT Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
12.	14 EA	Item Description , 3" Accessory Pocket .Mfg: Havis Model No.: C-AP-0325 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
13.	14 EA	Item Description , Cup Holder .Mfg: Havis Model No.: C-CUP2-I Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

14.	14 EA	Item Description , Armrest .Mfg: Havis Model No.: C-ARM-103 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
15.	14 EA	Item Description , PA640 Mounting Bracket .Mfg: Havis Model No.: C-EB35-F641P Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	& _____
16.	14 EA	Item Description , Lighter Outlet Plugs .Mfg: Havis Model No.: C-LP-3 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
17.	14 EA	Item Description , Side Mount 8.5" Telescoping Pole .Mfg: Havis Model No.: C-HDM-204 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
18.	14 EA	Item Description , Panasonic 30/31 Docking Station .Mfg: Havis Model No.: DS-PAN-111 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
19.	14 EA	Item Description , Motorola Radio Mount .Mfg: Havis Model No.: CEB-25-MMT-1P Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

20.	12 EA	Item Description , Panasonic 30/31 Power Supply .Mfg: Havis Model No.: LPS-104 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
21.	12 EA	Item Description , Swing Arm with Motion Adapter .Mfg: Havis Model No.: C-MD102 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
23.	12 EA	Item Description , Gun Lock Mount .Mfg: Setina Model No.:GK10301S1UHKSSCAXL Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
24.	12 EA	Item Description , 2 nd Partition .Mfg: Setina Model No.: PK0123ITU122ND Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
25.	16 EA	Item Description , Magnetic Mic Holder .Mfg: Innovative Product Inc. Model No.: Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
26.	14 EA	Item Description , Wig Wag Flasher .Mfg:Federal Signal Model No.: FHL-HL Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

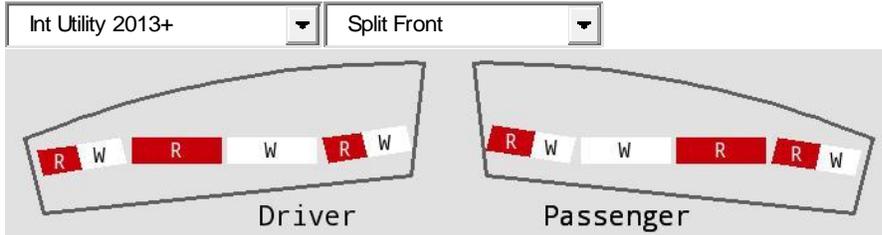
27.	14 EA	Item Description , IPX red light .Mfg: Federal signal Model No.: IPX300-4 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
28.	14 EA	Item Description , IPX blue light .Mfg: Federal signal Model No.: IPX300-3 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
29.	14 EA	Item Description , Twist lock Corner strobes .Mfg: Federal signal Model No.: 416810-RWBW Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
30.	16 EA	Item Description , RW Front Corner strobes .Mfg: Federal signal Model No.: MPS650RW Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
31.	12 EA	Item Description , BW Front Corner Strobes .Mfg: Federal signal Model No.: MPS650BW Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
32.	24 EA	Item Description , Micro pulse Ultra BR .Mfg: Federal signal Model No.: MPS600UBR Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

33.	12 EA	Item Description , IPX 45 Degree Mount .Mfg: Federal signal Model No.: IPX-PB45V Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
34.	14 EA	Item Description , MPS Boot kit .Mfg: Federal signal Model No.: MPSM3-BootKit Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
35.	16 EA	Item Description , Micro pulse Ultra Red .Mfg: Federal signal Model No.: MPS300UR Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
36.	12 EA	Item Description , Micro pulse Ultra Blue .Mfg: Federal signal Model No.: MPS300UB Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
37.	4 EA	Item Description , Micro pulse Ultra Red .Mfg: Federal signal Model No.: MPS600UR Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
38.	14 EA	Item Description , Mercury switch .Mfg: Model No.: Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

38.	12 EA	Item Description , Printer Mount .Mfg: Havis Model No.: CPM101 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
39.	2 EA	Item Description , Spectra Lux Advanced Axis Mfg: Federal signal Model No.: see design below Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
40.	2 EA	Item Description , Citadel .Mfg: Code 3 Model No.: CITEXI-RA-CB Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

SpectraLux

ILS Low Profile



Section 8 UNMARKED POLICE VEHICLE EQUIPMENT (5)

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1.	3 EA	Item Description , Siren Speaker 100w Mfg: Show Me Model No.: 30.2504 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
2.	12 EA	Item Description , Vertex Red Mfg: Whelen Model No.: VTX609R Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
3.	12 EA	Item Description , Vertex Blue Mfg: Whelen Model No.: VTX609B Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
4.	6 EA	Item Description , Avenger Dash Light Mfg: Whelen Model No.: AVN2RB Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
5.	3 EA	Item Description , Undercover Siren Mfg: SHO-ME Model No.: 30.2504 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
6.	3 EA	Item Description , Undercover Siren Switch & Wire Assembly Mfg: SHO-ME Model No.: 30.2115 Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____

7.	12 EA	Item Description , Vertex Black flange kit Mfg: Whelen Model No.: VTXFB Mfg. _____ Model No.: _____ Delivery: _____ days after receipt of order SHALL WARRANTY THE ABOVE EQUIPMENT FOR PARTS, FOR _____	\$ _____	\$ _____
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NOTICE TO BIDDERS

ISSUING ENTITY: CITY OF COVINGTON, KENTUCKY

PUBLICATION DATE: July 6th, 2017 via City website, www.covingtonky.gov

DUE DATE AND TIME: July 28th, 2017, due by 10:00 a.m.

STAFF CONTACTS: Allison Hudson, Interim Operations Director,
ahudson@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

PURPOSE: The City of Covington (the “City”) intends to procure certain vehicles and equipment for its fleet. Included in the City’s current needs are vehicles for the Police Department, Fire Department, the Department of Public Improvements, and City Hall. To this end, this RFP is divided into four parts with two parts (Sub-Parts II-II) corresponding to a required vehicle types and one part pertaining to financing the procurement of the vehicle types (Sub-Part IV). The City will consider proposals for outright acquisition and leasing of the vehicles through a fleet management program. Bidders providing complementary services may form partnerships to submit joint Proposals.

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	7/6/17
Pre-Bid Meeting	7/13/17, 9 a.m. at City Hall, 20 West Pike Street, Covington KY 41011.
Deadline to submit intent to bid	7/13/17
Deadline for clarification	7/25/17
Deadline to submit Bids	7/28/17, due by 10:00 a.m. to 20 West Pike Street, Covington KY 41011.

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 Finance

Bidders offering financing or Financing Partnership Bidders **must** complete separately.

**CITY OF COVINGTON, KENTUCKY FLEET
REQUEST FOR PROPOSALS (“RFP”)
PART IV 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 IV-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 Interim Operations Director, Allison Hudson via email at ahudson@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 IV-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 IV-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 IV-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 IV-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 IV-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 IV-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 IV-B**.

- 3.8 **References**. Bidder must provide a minimum of two (2) references for projects of similar size and scope within the past five (5) years, including name and phone numbers or a contact person. Each reference should include:
- a. The company name and address
 - b. The name, title, telephone number, and email address of a company contact knowledgeable about the project work
- 3.9 **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 IV-B**.
- 3.10 **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 IV-B**.
- 3.11 **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 IV-C**.

- 3.12 **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 IV-C.**
- 3.13 **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, 2017 and lease payments commencing no sooner than November 15, 2017. 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 IV-C.**
- 3.14 **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 IV-C.**
- 3.15 **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 IV-D.**
- 3.16 **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 IV-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 IV-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 IV-A**

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

**MASTER VEHICLE SCHEDULE
INCLUDED IN PROPOSAL BINDER UNDER TAB IV**

-A

INSTRUCTIONS: For any Vehicles for which Bidder is either providing financing or bidding in conjunction with a Financing Partner, utilize the per unit Bid Price provided for each vehicle under any corresponding Sub-Part(s) to complete this table.

VEHICLE (Or Similar)	MODEL YEAR	DEPT.	SUB-PART
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Police	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Fire	Pursuit-Rated
Ford Interceptor SUV	2017 OR NEWER	Fire	Pursuit-Rated

VEHICLE (Or Similar)	MODEL YEAR	DEPT.	SUB-PART
Ford Fusion Sedan	2017 OR NEWER	Police	Light Duty
Ford Fusion Sedan	2017 OR NEWER	Police	Light Duty
Ford Fusion Sedan	2017 OR NEWER	Police	Light Duty
Ford F150 4x2	2017 OR NEWER	DPI	Light Duty
Ford F150 4x2	2017 OR NEWER	DPI	Light Duty
Ford F150 4x2	2017 OR NEWER	DPI	Light Duty
Ford F550 Mechanic Truck	2016 OR NEWER	DPI	Light Duty
Ford F350 4x4, Fire Vehicle	2017 OR NEWER	Fire	Light Duty
4 Rotating Vehicles			

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

Vehicle Type: Ford Police Interceptor SUV, Or Similar	Model Year: 2017 or newer
Quantity: 14	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 IV-A**

Vehicle Type: Ford Fusion Sedan, Or Similar	Model Year: 2017 OR newer
Quantity: 3	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 F150 FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB IV-A**

Vehicle Type: Ford F150 4x2	Model Year: 2016 or newer
Quantity:3	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 MECHANIC TRUCK FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB IV-A**

Vehicle Type: Ford F550 Mechanic Truck	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

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

Vehicle Type: Ford F350 4x4, Fire Department Admin.	Model Year: 2017 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

**ROTATING VEHICLES FINANCING SCHEDULE
INCLUDE IN PROPOSAL BINDER UNDER TAB IV-A**

Vehicle Type: Rotating Vehicles	Model Year: 2008 to 2012
Quantity: 4	Per Unit Cost Per Month: [Assumption Based on Sub-Part]
Total Financed Cost: [Assumption Based on Sub-Part]	Requested Options: Open Ended Lease, 6 month or similar rotation 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 Rotating Vehicles will be used by the police department in police operations.

Requested Term

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

Unspecified

Financing Types

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

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