



City of Springfield

The heart of Effingham

REQUEST FOR PRICING

FOR

POLICE FLEET SUV

RFP-22-003

Proposal Due Date and Time:

May 4th, 2022 @ 2:00 p.m.

I. INTRODUCTION & OVERVIEW

The City of Springfield is soliciting proposals from Automobile Dealers licensed and insured in the State of Georgia for a new SUV to be added to the Police Vehicle Fleet.

This Request for Pricing is an invitation by the City of Springfield for companies to submit an offer, which shall be subject to evaluation and subsequent discussion(s). All prospective companies will be afforded full opportunity to submit responses to this Request for Pricing(RFP) by submitting in the form and manner as indicated in this RFPtheir interests, complete details on how they would provide the services, statements of experience and costs to provide the services, along with other requested information.

Submittal of a proposal does not create any right or expectation to a Contract with the City of Springfield. The City reserves the right to reject any or all proposals and the City further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

All respondents to this RFP in order to be considered shall acknowledge and commit to the City's Equal Employment and Non-Discrimination policies. The City is an Equal Employment Opportunity ("EEO") employer committed to providing equal opportunity in all of our employment practices, including but not limited to, recruitment, selection, hiring, assignment, re-assignment, promotion, transfer, and compensation, discipline and termination. The City prohibits discrimination, harassment, and/or retaliation in employment based upon race; color; religion; national origin; sex (including same sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; public assistance status; or any other category protected by federal, state or local law.

This policy applies to all of the City's employees, elected officials, member of boards and commissions, volunteer firefighters, police reserve and other personnel as well as consultants rendering professional services to the City and any contractor delivering services including but not limited to the waste management services described in this RFP.

This RFP may use several words in an interchangeable manner and for purposes of this document are meant to have the same meaning:

- Company, Potential Proposer, or Offeror are used to reference the private and/or governmental entities who are invited to submit a proposal in response to this RFP.
- City and City of Springfield are used to reference the same entity issuing this RFP.
- Request for Proposal, Request for Pricing, and RFP are interchangeable for the purposes of this document.

Questions related to this RFP should be submitted in writing to Lauren Burns, Finance Director via email to LBurns@springfieldga.org and must be received by **Tuesday, May 3rd, 2022 at 10:00 a.m.** at which time the City will compile all the answers and issue an addendum by Wednesday, May 4th, 2022 before close of business. Please include the RFP number, page and paragraph number in question in order to ensure that questions asked are responded to correctly. The only official answers or positions of the City will be stated in writing and all answers will be sent to all offerors. Firms are advised that from the date of the release of this RFP until award of the contract, NO contact with City personnel or City officials is permitted, except as authorized by the contact person listed above. Any such unauthorized contact will result in the disqualification of the firm's submittal.

Companies wishing to bid must submit complete and concise proposals. Proposal packages must be sent in a sealed package, which shall be clearly marked “**SEALED PROPOSAL - RFP-22-003 POLICE FLEET SUV**”, as well as include other information as required in Section 3.2 of this RFP. Within the proposal package, companies shall submit one (1) hard copy and one (1) digital copy on a flash drive of its technical proposal and its cost proposal; both prepared according to the instructions provided in this RFP. The City will evaluate all technical proposals first and then evaluate the cost proposals. An offeror may be eliminated on the basis of its technical and/or cost proposal if deemed unresponsive at the sole discretion of the City.

The City must receive proposal packages **no later than 2:00 pm, Wednesday, May 4th, 2022**. The City will not consider proposals received after the time and date specified for the opening; the City will return late proposals unopened. Furthermore, proposals are legal and binding when submitted. Proposals will not be accepted if sent by facsimile or e-mail.

Proposal packages must be mailed, or hand delivered to:

City of Springfield
Attn: Lauren Burns, Finance Director
130 S. Laurel Street
P.O. Box 1
Springfield, GA 31329

The City, at its sole discretion, may short-list companies that the City deems best meet the requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible companies, or only from those companies that are short-listed.

All proposals at an appropriate time may be subject to public inspection under Georgia law. All proposals submitted in response to this RFP will become the property of the City of Springfield and a matter of public record. Companies must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any company claiming such an exemption must also state in its proposal that the company agrees to hold harmless, indemnify and defend the City and its agents, officials and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request. Any company failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

If awarded, the company awarded the Contract must provide proof of liability insurance, along with any other required insurance coverage and evidence of a business or occupational license, as outlined in the RFP.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any company, or to reject any or all proposals and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

To ensure the proper and fair evaluation of proposals, except as expressly authorized herein, the City prohibits any communication regarding this solicitation, initiated by a proposer or its agent with a City elected official or employee of the City evaluating or considering the proposal during the period of time following the issuance of the RFP, the opening of proposals and prior to the time a final decision has been made with respect to the Contract award. Unauthorized communication by a proposer may disqualify the proposer from consideration.

Thank you in advance for your interest in providing services to the City of Springfield, Georgia.

II. SCOPE OF WORK REQUESTED

2. Objective of the RFP

The City of Springfield is requesting a firm price quotation for a 2022 or newer Police Utility Vehicle (SUV). It is the intent of this specification to describe a police vehicle used daily to enforce city, state, and federal law.

The manufacturer must use components, materials and design practices that are the best available in the industry for this type of operational condition to which this equipment will be subjected. Engine, transmission, differential, suspension, wheels, tires, and other equipment shall be heavy duty, selected to give maximum performance, service life, and safety; not just meet the minimum requirements of this specification.

The term “heavy duty” as used in these specifications shall mean that the item to which the term is applied shall exceed when deemed applicable, the usual quantity, quality, or capacity with standard production equipment.

Failure to read, examine and understand this specification will not excuse any failure to comply with the requirements of this specification or any resulting contracts, nor shall such failure be a basis for claiming additional compensation. If bidder suspects an error, omission, or discrepancy in this specification, bidder must immediately and in any case not later than five (5) business days in advance of the bid due date notify the contact person listed in the vehicle specifications. The city is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

III. INSTRUCTIONS TO COMPANIES

3. Proposal Submission

Each proposal shall be prepared simply and economically, providing straightforward and concise delineation of the Company’s capabilities to satisfy the requirements of this RFP. Emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that companies follow the format and instructions contained herein. The City factors the proposal itself when considering the Company’s ability to deliver high quality services.

All prospective proposers shall thoroughly examine and become familiar with this RFP and carefully note the items, which must be submitted with the Proposal. Submission of a Proposal shall constitute an acknowledgment that the Proposer has read and understands the required Proposal Documents. The failure or neglect of an offeror to receive an addendum or examine fully the RFP Document shall in no way relieve it from any proposal submission requirements.

a. Proposal Format

The outside of the proposal envelope must be clearly labeled with the Company’s name, address, contact information and labeled “**SEALED PROPOSAL - RFP-22-002 POLICE FLEET SUV**”. The proposal envelope must only contain one (1) hard copy and one (1) digital copy on a flash drive of the Company’s response.

The City expects proposals to be well organized. Companies shall use tabs clearly marking the section headings of the proposal. The proposal must include a Table of Contents and list and number the sections in the sequence as indicated below. Failure to follow the proposal format and content requested by this RFP may result in proposal disqualification.

A. Technical Portion

Section I. Transmittal Letter

A letter of transmittal that provides the following information must accompany the technical proposal:

- Identify the submitting organization.
- Identify the name, title, telephone number and an e-mail address of the contact person of the organization.
- Include a statement acknowledging no proposal may be withdrawn for a period of sixty (60) days after the time and date of proposal opening.
- Other executive summary statements.
- The transmittal letter should be no more than 1 ½ pages long.

Section II. Required Forms

The City requests companies complete, sign and return as a part of the proposal an executed Proposal SubmissionForm (Attachments to this RFP).

Section III. Optional Materials

Each Proposer may, but is not required to, include **limited** other materials the company deems necessary to illustrate its qualifications, such as one corporate promotional brochure and/or its latest annual corporate report.

B. Cost Portion

Cost Proposal Format

Proposals must be in the following format to be considered (See Attachment II). Rates must include all fees, charges, and surcharges. Additional attachments, to include but not limited to, standard package details, add-ons, standard police outfitting, manufacturer invoice, and/or window stickers are urged to be included and may be requested by the City. Offeror can include ideas or options to the City as long as they are listed separately.

Acknowledgement of Insurance Requirements

By signing its proposal, the Offeror acknowledges that it has read and understands the insurance requirements for the RFP. The Offeror also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted: otherwise, the City may rescind its acceptance of the Offeror’s proposal.

COVERAGES

Worker’s Compensation
Employer’s Liability

LIMITS OF LIABILITY

Statutory
\$500,000

Bodily Injury Liability except Automobile	\$1,000,000 each occurrence
Property Damage Liability except Automobile	\$1,000,000 each occurrence
Automobile Bodily Injury Liability	\$1,000,000 each person
Automobile Property Damage Liability	\$1,000,000 each occurrence
Excess Umbrella Liability	\$1,000,000 each occurrence

IV. EVALUATION CRITERIA FOR SELECTION

4.1 Statement of Qualifications and Approach

To be considered, a company must have expertise in police fleet new vehicle sales to government entities. The company must be able to provide references from other municipalities or government agencies where similar sales have been made.

4.2 Evaluation Criteria

All proposals submitted will be evaluated using the following criteria:

A. Responsiveness

The City will determine whether the bid complied with the instructions for submitting bids including completeness of bid, which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.

B. Responsibility

The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine “responsibility” include, but are not limited to: excessively high or low priced bid, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidders record of performance and integrity, has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability in the perceived ability to perform completely as specified. A Bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The City reserves the right to inspect and review Bidder’s facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.

C. Price

We will then evaluate the bids that have met the requirements above.

D. Company’s Qualification

All bidders must be licensed to sell and deliver vehicles in the state of Georgia.

Failure on the part of the bidder to comply with requirements and conditions of the invitation for bid and this specification may subject his/her bid to rejection. No exceptions to or deviations from this specification will be considered unless each exception or deviation is specifically stated by the bidder as

an exception with a detailed statement completely defining the expectation. The burden of proof of compliance with this specification is the responsibility of the bidder.

The vehicle shall be a new (unused) 2022 model year. The vehicle shall be supplied with all equipment and accessories indicated as standard equipment in the manufacturer's published literature. Optional equipment as necessary to meet the following specifications shall also be installed.

E. Quality Assurance Provision

If the manufacturer and/or dealer requests a City of Springfield employee inspect the vehicle outside the local area, all costs associated with the travel will be borne by the manufacturer and/or dealer.

F. Warranty

The vehicle purchased to these specifications shall include all standard warranties and powertrain care extended service plans. A copy of the manufacturer's warranty policy and procedures manual shall be provided to the City of Springfield upon delivery.

G. Title and Registration

The dealer is responsible for registering the vehicle with the DMV. The vehicles will require a Georgia "Exempt" government license plate.

Vehicle Title:
City of Springfield
130 S. Laurel Street
Springfield, GA 31329

H. Guarantee

The manufacturer/dealer delivering the vehicle against this specification shall guarantee that the vehicle meet the minimum requirements set forth herein. If the vehicle delivered does not meet the minimum requirements of the specification, the City of Springfield shall have the right to require correction or replacement of the vehicle(s).

I. Delivery

Prior to delivery, the vehicle shall be serviced and inspected by the dealer. The dealer shall be responsible for delivery of the vehicle in a complete and ready-for-use condition with all components tested, properly functioning, lubricated, and serviced. All fluids shall be filled to the manufacturer's recommended capacity, and fuel tanks at least ½ full when they arrive at the delivery destination. The vehicle shall be clean and free from defects when delivered.

J. Manuals

One factory service manual CD covering all powertrain, drivetrain, powertrain control, emissions diagnosis, body, basis, electrical components and wiring diagram of the vehicles purchased shall be included at the time of delivery. If the CD manual is not available when the vehicle is delivered, a due-bill must be included with the invoice.

V. TIMETABLE FOR SUBMISSION

The City must receive proposal packages no later than **2:00 pm, May 4th, 2022**, at which time all technical proposals will be publicly opened. The City will not consider proposals received after the time and date specified for the opening; the City will return late proposals unopened.

The City shall not consider a post mark date on the proposal package but shall be guided to determine if the deadline has been met based on the physical receipt of the proposal package by the Finance Director.

Responses to this RFP may be modified or withdrawn by written or e-mail notice **prior** to the deadline date and time specified for receipt of proposals. Telephone withdrawals are not permitted. No proposal may be withdrawn after the proposals are opened.

If a company no longer believes it can fulfill its proposal after the RFP submission deadline but before the intent to award is announced by the City, it may submit a letter so stating its inability to perform its proposal. The company will be removed from further consideration by the City however depending on the reason for not being able to fulfill the proposal, the City reserves the right to also deem the company ineligible for consideration for providing any other RFP submission for any other services for no less than two years.

VI. PRE-CONTRACTUAL EXPENSES

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. The City of Springfield shall not, in any event, be liable for any pre-contractual expenses incurred by any proposer. In addition, no proposer shall include any such expenses as part of its price proposed.

VII. COMPANY'S INDEPENDENCE

The successful company awarded a contract shall be and will be required to acknowledge as part of the contract that the company is independent of the City and accepts full and exclusive liability for the payment of any and all premiums, contributions, or taxes for worker's compensation, Social Security, unemployment benefits, health benefits, sick leave or other employee benefits now and hereinafter imposed under any state or federal law which are measured as wages, salaries or other remuneration paid to persons employed by company on work performed under the terms of a Contract.

The Company will be required to defend, indemnify, and hold harmless the City from any claims or liability for such contributions or taxes.

Nothing in a contract with the City, nor any act of the City, or company, shall be deemed or construed to create any third-party beneficiary or principal and agent association or relationship involving the City.

7.1 Sub-Company and Joint Ventures

A joint venture or the use of any sub-company must be clearly explained in the primary company's proposal. The explanation shall include why there is a joint venture and/or use of sub-companies. Use of sub-companies must be clearly explained in the proposal. A joint venture of two companies requires each of the companies to sign the proposal.

VIII. LAWS OF GOVERNANCE

The selected company will be required to comply with all existing State and Federal laws including applicable equal opportunity employment provisions. The Contract between the company and the City shall be construed and governed in accordance with the law of the State of Georgia and the City of Springfield. Company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this Contract.

The City strongly encourages the participation of minorities and women; however, no minority and women business enterprise participation or employment goals have been specifically established as part of the evaluation process for this RFP.

IX. RESERVATION OF CITY RIGHTS

- The City of Springfield reserves the right to withdraw or reject any and all proposals received in response to this RFP and to re-advertise for new submittals. Further, the City expressly reserves the right to postpone the opening of proposal for its own convenience and to reject any and all proposals in response to this RFP without indicating any reasons for such rejection(s).
- Waive or modify any irregularities in proposals received after prior notification to the company.
- Request and consider the submission of proposal modifications at any time before the award is made, if such is in the best interest of the City.
- Request clarification and/or additional information from proposers during the evaluation process.
- Negotiate with the selected consultant to include further services not identified in this RFP.
- In the event of contract termination, enter into contract negotiations with other qualified companies that submitted acceptable proposals, rather than redoing the proposal process for the project.

X. EXPIRATION OF THE PROPOSAL

By submitting a proposal, and if awarded a contract, the successful company agrees to enter into a *Professional Services Agreement*, in which the content shall be agreed upon by both parties. The company's proposal shall not be revocable for 90 days following the response deadline indicated in the RFP. The City of Springfield reserves the right to waive any defects in the offer of any vendor, to reject any or all offers and to request additional information from any or all vendors.

End of Main RFP—Attachments Follow

ATTACHMENTS