

**ADVERTISEMENT FOR BIDS
CITY OF WEST POINT, MISSISSIPPI
FLEET LEASING PROGRAM**

Notice is hereby given to advertise for SEALED BIDS for the Board of Mayor & Selectmen for West Point, Mississippi at 10:00 a.m. the 10th day of September 2024 in the board room located on the second floor City Hall, 580 Commerce Street, West Point, MS 39773 for the following:

FLEET LEASING/MANAGEMENT PROGRAM

The Board of Mayor and Selectmen are considering approval to advertise for sealed bids for Fleet Management Leasing for the West Point Police Department

Item must be bid as advertised and clearly marked on the outside of the envelope, "SEALED BID FOR FLEET LEASING PROGRAM TO BE OPENED SEPTEMBER 10th, 2024 10:00 a.m. Failure to comply will cause the bid to be disqualified.

The Board reserves the right to accept or reject any and all bids received.

Published by order of the Board of Mayor & Selectmen for the City of West Point, Mississippi.

Delores Doss
City Clerk

Publish Dates:

08/28/2024

08/31/2024

REQUEST FOR BIDS
THE CITY OF WEST POINT, MISSISSIPPI
FLEET LEASING PROGRAM

SCOPE OF PROGRAM AND GENERAL REQUIREMENTS:

City of West Point, MS is seeking bids for leasing, fleet management, and potential additional services as defined in the Scope of Services, of nine (9) vehicles that will be used to support the West Point Police Department.

The City of West Point, Mississippi intends to award a one-year term vehicle leasing contract for patrol vehicles based on a 60-month agreement that will be reviewed on an annual basis. Bidders will only submit pricing for the vehicles ordered in FY2025. The Board of Mayor and Selectmen is soliciting these bids to assess the approach it deems most cost effective for its needs. Bidders will include the option to finance the three (3) year term vehicle leasing contract by stating the interest rates and terms of the agreement. However, if financing options are unavailable under the terms of this leasing contract, the Bidder must disclose the inability to offer finance options.

BID CONTENT AND REQUIREMENTS:

Bids should be submitted under company letterhead stationery with the information required in this Request for Bids. **Each section must be labeled in the order listed below.** Failure to comply may deem bid as non-responsive. As a minimum, bids must include the following.

INDEX:

COVER LETTER:

The cover letter shall be addressed to:

City Hall
ATTN: Delores Doss
P.O. Box 1117
West Point, MS 39773

The cover letter must consist of:

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

TECHNICAL BID

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

- 4) Bidders shall provide a general description of the individual or firm's financial condition and identify any conditions, e.g., bankruptcy, pending litigations, planned office closures, impending merger, which may impede bidder's ability to provide lease and fleet management services.
- 5) Bidders shall describe the firm's experience in performing services of a similar nature for counties, municipalities, or other government agencies.
- 6) Bidders shall identify subcontractors (maintenance facilities) in the State of Mississippi by name, address, and telephone number.

WORK PLAN:

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

- COMPLETED LEASE AND POTENTIAL ADDITIONAL SERVICES PRICING FORMS.
- ITEMIZED RATE SCHEDULE FOR LEASE EXPENSES PER VEHICLE TYPE AND SPECIFICATIONS OF PROPOSED VEHICLES.
- CERTIFICATION AND/OR ACKNOWLEDGEMENT FORMS REQUIRED BY CITY OF WEST POINT, MS
- COPY OF CONTRACTOR'S STANDARD LEASE AGREEMENT AND OTHER RELATED CONTRACT DOCUMENTS.
- BID QUESTIONS

CONTRACT AWARDS

City of West Point, MS reserves the right to accept or reject bids that are in the best interest of City of West Point, MS. City of West Point, MS anticipates entering a contract with the Bidder who submits the bid judged by the City of West Point, MS Board of Supervisors to meet the long-term goals of the City of West Point, MS Police Department. The bids will be awarded or rejected on September 10, 2024 at the regular scheduled Board of Mayor and Selectmen meeting.

SCOPE OF SERVICES

The City of West Point, Mississippi requires vehicles on a lease basis satisfying the specifications described in this section and may potentially require the additional services described in this section on an "as needed" basis. Bidders are expected to submit bids that address all portions of this section. If a Bidder is unable to satisfy every element of this section but chooses to submit a bid anyway, it must clearly identify the element(s) it is unable to satisfy and the reason it cannot meet the requirement. The Board of Mayor and Selectmen will review any exceptions made but, at its sole discretion, may determine the bid not responsive to The City of West Point Police Department's requirements and remove it from further consideration.

A. LEASE REQUIREMENTS

For evaluation purposes, City of West Point, MS is requiring all Contractors to use the following lease parameters. Upon award, City of West Point, MS will negotiate with the awarded vendor the appropriate lease parameters the City of West Point, MS Sheriff's Office deems necessary for each individual vehicle leased.

The following represents The City of West Point's requirements for a lease:

- Lease agreement based on a 36-month agreement with no mileage restrictions or wear and tear charges.
- Contractor must supply End of Term Balance at the end of the 36 month agreement
- List all other applicable fees and charges.
- Maintenance as specified in "Scope of Maintenance" for the full term of the lease.
- The manufacturer's warranty shall be bumper to bumper for a minimum of three years or 36,000 miles, or the manufacturer's warranty, whichever is longer.
- Define reporting capabilities including monthly management reports, comprehensive invoicing, maintenance notification, and electronic capabilities.
- All vehicles provided under this bid should be new from the factory.
- The contractor shall establish and maintain an appropriate organizational structure to enable local management of this contract with on-site representation when necessary.
- Registration and title fees shall be paid by the company providing the lease. City of West Point, MS will obtain state agency license plates following delivery and acceptance of each vehicle.
- Vehicle replacements will be decided on a "case by case" basis according to the current needs of the City of West Point, MS Sheriff's Office.
- All vehicles shall have automatic transmission.
- All vehicles shall be equipped with an AM/FM Radio with Bluetooth capability and at least one cellular phone charging port.
- A minimum of two key sets is required per vehicle.
- Air conditioning is required on all vehicles.

- Vehicles shall be delivered to City of West Point, MS with the required equipment and logos agreed upon during the vehicle order process.
- The exterior color of each vehicle will be agreed upon during the order process.
- The interior seats and addition of carpet will be agreed upon during the order process.
- To the extent possible, all vehicles must be the best in class for fuel efficiency.
- Aftermarket equipment installations must not void any manufacture warranty.

FY25 VEHICLE AND ACCESSORY REQUIREMENTS:

Three (3) Trucks - ½ Ton Crew-Cab 4-wheel drive

REQUIRED EXTERIOR COLOR:

- N/A

REQUIRED OPTIONS:

- Power window/locks/cruise
- Automatic Transmission
- Carpet
- Towing package

One (1) SUV – Midsize to full size SUV

REQUIRED EXTERIOR COLOR:

- N/A

REQUIRED OPTIONS:

- Power window/locks/cruise
- Automatic Transmission
- Carpet
- Towing package

B. SERVICE AND MAINTENANCE REQUIREMENTS

The City of West Point shall keep and maintain each vehicle in normal operating condition and be responsible for making sure all service, maintenance, and repairs are performed to maintain the warranty. The Bidder will include a maintenance service plan and list of local vendors who are currently utilized as service contractors with the Bidder.

Does your company provide a program in which the maintenance costs are billed back to City of West Point, MS as they occur?

YES _____ NO _____

Does your company provide a program in which the maintenance costs are fixed and guaranteed during the life of the lease?

YES _____ NO _____

If yes to either of these questions, please include the cost of program(s) in the pricing section and provide detail on program(s) including but not limited to:

- Location of facilities that will perform services
- Monitoring, tracking, and service needed notification capabilities / procedures
- Included and excluded items / coverage
- Compatibility with manufacturer's warranty
- Qualification requirements for those performing work on leased vehicles

C. DESCRIPTION/WORK STATEMENT

Vehicle Mileage and Term

The Contractor shall be able to support vehicle return and replacement as specified in the contract. The awarded Contractor may propose, and City of West Point, MS may consent to, a desired timeframe or mileage interval different than levels requested by the City of West Point, MS Sheriff's Office, if such intervals provide advantages to the Contractor, City of West Point, MS, or both, such as lower lease prices due to better vehicle resale potential.

Vehicle Inspection

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

Condition of Leased Vehicles

Each vehicle furnished under this contract shall be new and in safe operating condition. City of West Point, MS shall accept or reject the vehicles promptly after receipt. If City of West Point, MS determines that any vehicle is defective or unsafe at delivery, City of West Point, MS shall promptly inform the Contractor in writing.

DELIVERIES OR PERFORMANCE

Term of Contract and Period of Performance:

This contract consists of a 60-month agreement with annual evaluations of the vehicles. Annual evaluations of the lease agreement will be conducted by the City of West Point to assess the need to continue with the lease agreement, return the vehicles to the Contractor, or continue as a lease/purchase. The Contractor's responsibilities under this contract and period of performance will cease when the last vehicle furnished under the contract has been returned to the Contractor, provided there are no remaining issues in dispute.

Delivery Schedule

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

End of Lease Options

At the end of the lease term, City of West Point, MS may:

- (1) Turn the vehicle in to be disposed of by the Contractor

When turning vehicles into the Contractor, the Contractor will:

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

Funding Information

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

Invoice Instructions

Detailed invoicing instructions will be negotiated between City of West Point, MS and the tentatively selected contractor.

SPECIAL CONTRACT REQUIREMENTS

Insurance and Liability

- (a) City of West Point, MS is insured for liability and collision coverage. City of West Point, MS shall be responsible for damage to:
 - (1) Leased vehicles where such damage is not beyond economical repair. In cases where a balance is owed to the Contractor on a vehicle deemed "totaled" by an insurance adjuster, the balance will be paid off by the insurance company, less the deductible which will be paid by City of West Point, MS. Any surplus of funds over the amount owed to the Contractor will be forfeited to City of West Point, MS.
 - (2) Property of third persons, or the injury or death of third persons, where such damage results from the fault, negligence, or wrongful act or omission of the Government, its agents, or employees.
- (b) City of West Point, MS shall provide and maintain insurance covering its selection of vehicles under each leasing term by utilizing City of West Point, MS's current insurance agreement which covers all vehicles owned, operated, or leased by The City of West Point, Mississippi.

SIGNATURE SHEET

FLEET LEASING AND MANAGEMENT PROGRAM RFP

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my bid accordingly. I have submitted all documentation required.

Company Name: _____

Principal Location of the Company: _____

Authorized Person in Charge of Project at this Location: _____

Signature: _

Type or print name as signed above: _

Direct telephone: (_ _)

Fax Number: _ (_ _) _

Cell Phone: _ (_ _) _

Email:

Local Location if different from above: _____

Authorized Person in Charge of Project at this Location:

Signature: _

Type or print name as signed above:

Direct telephone: _ (_ _)

Fax Number: _ (_ _)

Cell Phone: _ (_ _)

Email: _____

BIDDER CONFLICT OF INTEREST STATEMENT

STATE OF MISSISSIPPI, _____ . Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____, with a local office in _____ *City & State* and principal office in _____ *City & State*.
2. The above-named entity is submitting a Proposal for City of West Point, MS described as Request for Proposal Fleet Leasing and Management Program.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of West Point, MS.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of City of West Point, MS.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify City of West Point, MS.

DATED this _____ day of _____, 20 _____

(Affiant)

Typed Name and Title:

Sworn to and subscribed before me this this _____ day of _____, 20 _____

Personally Known: _____ Or produced identification: _____

Identification type: _____

Notary Public-State of: _____
Printed, typed, or stamped commissioned name of notary public.

My commission expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF

COUNTY OF

I, _____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the bidder that has submitted the attached proposal;
Title Company Name

2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such Bid is genuine and is not a collusive or sham bid:

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against City of West Point, MS or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED: _____

TITLE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE ____ DAY OF ____, 2024

Notary Public, State of Mississippi. My Commission Expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

REFERENCES

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address contact person, telephone number and length of time services provided. (Note: only list those clients /customers in which a similar type of equipment/product of scope of work/service was provided.)

REFERENCE (1)

Company Name: _

Address:

Business Phone#:

Contact Person:

Length of Relationship:

REFERENCES (2)

Company Name:

Address:

Business Phone#:

Contact Person:

Length of Relationship:

REFERENCES (3)

Company Name:

Address:

Business Phone#:

Contact Person:

Length of Relationship:

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL