

REQUEST FOR BID

ISSUED BY: MOUNTAINS RECREATION AND CONSERVATION AUTHORITY
570 WEST AVENUE 26, SUITE. 100
LOS ANGELES, CA 90065

INVITATION FOR BID ON: MUNICIPAL LEASE AUTOMOBILE RFB

TERMS OF INVITATION: Bids in duplicate, subject to the instructions, terms and conditions of this Invitation for Bids, and such other contract provisions, specifications, drawings or other data as are attached will be received at the Mountains Recreation and Conservation Authority (MRCA), 570 West Avenue 26 Ste. 100, Los Angeles, CA 90065 until 11:00 AM, local time on December 3rd, 2013, and at that time publicly opened and read aloud. Please mark your bid envelop "SEALED BID: MUNICIPAL LEASE AUTOMOBILE".

Name and Address:

Signature of Person Authorized
To Sign Proposal:

Name:

Title:

Telephone:

Date of Bid:

AWARD
(To be completed by the Authority)

Date of Award:

Amount:

MRCA by:

REPRESENTATIONS, CERTIFICATIONS AND ACKNOWLEDGMENTS

The bidder represents and certifies as part of its bid that:

(Check or complete all applicable boxes or blocks.)

1. TYPE OF BUSINESS ORGANIZATION

It operates as:

- an individual
- a partnership
- a non-profit organization
- a corporation, incorporated under the laws of the State of _____

2. EQUAL OPPORTUNITY

It is an equal opportunity employer, and will not discriminate with regard to race, religion, color, national origin and sex in the performance of any contract or order resulting from this bid.

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the bidder certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (a) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (b) Unless otherwise required by law, the prices which have been bid herein have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening of bids directly or indirectly to any other bidder or competitor; and
- (c) No attempt has been made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

Signature of Bidder

MOUNTAINS RECREATION AND CONSERVATION AUTHORITY
BID INSTRUCTIONS

Mountains Recreation and Conservation Authority (MRCA) plans to acquire vehicles on a lease basis as described in this Request for Bid. MRCA expects to select a single company to satisfy its requirements.

Specifications are attached.

Bids should be submitted under company letterhead stationery with the information required in this RFB. As a minimum, bids must include the following:

- 1) Pages 1 and 2 of the Request for Bid package
- 2) Completed Pricing Sheet (Page 10 of the bid package)
- 3) Vendor Responsiveness Sheet (Page 9 of the bid package)
- 4) Points of contact for this proposed contract. Indicate primary point of contact for negotiations, if different than the individual(s) identified (Page 8 of the bid package)
- 5) Include any Lease Agreements that MRCA would be required to sign. The lease agreements will be reviewed by MRCA before any award will be announced

Two (2) copies of all bid documents shall be sealed and submitted to:

Mountains Recreation and Conservation Authority (MRCA)
570 West Avenue 26 Ste. 100
Los Angeles, CA 90065

Not later than 11:00 A.M. on December 3rd, 2013. Mark envelope "SEALED BID LEASE AUTOMOBILE SERVICES".

Mountains Recreation and Conservation Authority appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in the Mountains Recreation and Conservation Authority (MRCA), 570 West Avenue 26 Ste. 100, Los Angeles, CA 90065, Not later than 11:00 A.M. on December 3rd, 2013. Bids will be received and publicly announced. Bidders, their representatives and interested persons may be present.

Successful bidder shall defend, indemnify and save harmless Mountains Recreation and Conservation Authority and all its officers, agents and employees from all suits, actions, and other claims of any character, name and description brought for or on account of any injuries or damages receiver sustained by any person, persons, or property on account of any negligent act or fault of the successful bidder, or any agent, employee, subcontractor or supplier, in the execution of or performance under, any contract which may result from award. Successful bidder shall pay any judgment with costs, which may be obtained, against Mountains Recreation and Conservation Authority growing out of such injury or damages.

BID SPECIFICATIONS

SCOPE OF PROGRAM AND GENERAL REQUIREMENTS

MRCA is soliciting a bid for fourteen (14) vehicle replacements. Be advised that lease arrangements contemplated to extend more than one year will be subject to availability of appropriations.

MRCA will tentatively select a successful bidder by December 31st, 2013. Bidder will be given the opportunity to propose a phase-in schedule for initial vehicle deliveries. Replacement schedules for vehicles ordered under the contract will be established based on the conditions of the selected alternative.

SERVICES AND PRICES/COSTS

MRCA requires vehicles on a lease satisfying the specifications described in this section. Bidders are expected to submit proposals that comply with all portions of this section. If a bidder is unable to satisfy every element of this section but chooses to submit a proposal anyway, it must clearly identify the element(s) it is unable to satisfy and the reason it cannot meet the requirement. MRCA will review any exceptions taken but, at its sole discretion, may determine the proposal not responsive to MRCA's requirements and remove it from further consideration. Lease parameters are defined as follows:

Municipal Lease

For evaluation purposes MRCA is requiring all vendors to use the following lease parameters:

The following represents MRCA's requirements for a lease option:

- Five (5) year municipal lease with no mileage restrictions.
- Vehicles must be depreciated at to a \$1 Buyout.
- List all other applicable fees and charges.
- Vendor will be responsible for licensing and registration of the vehicle to MRCA with exempt license plates and applicable taxes.

MINIMUM VEHICLE SPECIFICATIONS

MRCA is requesting offerors to submit pricing for the following vehicles classes. **All vehicles must have white exterior paint color, regular gas engines that comply with California Emissions, automatic transmissions, limited slip rear ends, air conditioning, AM/FM/Blue tooth compatible radio, bucket seats, vinyl interior, power windows and door locks, spray bed liners and meet the minimum vehicle specifications below:**

VEHICLE TYPE 1: Quantity four (4) new 1/2-TON PICKUP TRUCK 4WD

(Example: Chevy Silverado 1500, Dodge Ram 1500, Ford F-150 or GMC Sierra 1500)

- Extra cab (4-doors)
- Short bed (6.5ft)
- Largest V-8 available
- Auto locking hubs
- Allow \$7,000 for Law Enforcement Code equipment and installation
- Largest fuel tank in class
- Keyless entry
- Three (3) master ignition keys

VEHICLE TYPE 1 (ALTERNATE)

Bid with high output V-6 engine.

VEHICLE TYPE 2: Quantity three (3) new 1 ton P/U 4X4 (single rear wheel)

(Example: Chevy Silverado 3500, Dodge Ram 3500, Ford F-350 or GMC Sierra 3500)

- Extra cab (4-doors)
- Long Bed (8ft)
- Largest V8 gas engine available
- Auto locking hubs
- Heavy duty cooling package
- High output Alternator
- Full size spare
- PICKUP BED DELETE
- Tow package with class IV receiver (10,000#) and electronic break controller
- No roof lights
- M/S black wall tires
- Allow \$5,500 for Utility box
- Allow \$7,000 for Law Enforcement Code equipment and installation
- Largest fuel tank in class
- Rear View Camera or sensors
- Keyless entry
- Three (3) master ignition keys

VEHICLE TYPE 3: Quantity one (1) new 1 ton P/U 4X4 (single rear wheel)

(Example: Chevy Silverado 3500, Dodge Ram 3500, Ford F-350 or GMC Sierra 3500)

- Crew cab (4-doors)
- Short Bed (6.5ft)
- Largest V8 gas engine available
- Auto locking hubs
- Heavy duty cooling package
- High output Alternator
- Full size spare
- PICKUP BED DELETE
- Tow package with class IV receiver (10,000#) and electronic break controller
- No roof lights
- M/S black wall tires
- Allow \$5,500 for Utility box
- Allow \$7,000 for Law Enforcement Code equipment and installation
- Largest fuel tank in class
- Rear View Camera or sensors
- Keyless entry
- Three (3) master ignition keys

VEHICLE TYPE 3 (ALTERNATE):

Bid with Diesel engine.

VEHICLE TYPE 4: Quantity Five (5) new 4 Door COMPACT SEDAN

- Seating for four
- Keyless entry
- Three (3) master ignition keys
- Blue Tooth capable
- Power windows and doors

VEHICLE TYPE 4 (ALTERNATE):

Bid with Hybrid Gasoline/electric engine.

VEHICLE TYPE 5: Quantity one (1) new 3/4 ton P/U 4X4 (single rear wheel)

(Example: Chevy Silverado 2500, Dodge Ram 2500, Ford F-250 or GMC Sierra 2500)

- Crew cab (4-doors)
- Short Bed
- Largest V8 gas engine available
- Auto locking hubs
- Heavy duty cooling package
- High output Alternator
- Full size spare
- PICKUP BED DELETE
- Tow package with class IV receiver (10,000#) and electronic break controller
- M/S black wall tires
- Allow \$5500 for Utility box
- Largest fuel tank in class
- Rear View Camera or sensors
- Keyless entry
- Three (3) master ignition keys

VEHICLE TYPE 6: Quantity one (1) new 3/4 ton P/U 4X4 (single rear wheel)

(Example: Chevy Silverado 2500, Dodge Ram 2500, Ford F-250 or GMC Sierra 2500)

- Extra Cab
- Long Bed
- Largest V8 gas engine available
- Auto locking hubs
- Heavy duty cooling package
- High output Alternator
- Full size spare
- Tow package with class IV receiver (10,000#) and electronic break controller
- M/S black wall tires
- Largest fuel tank in class
- Keyless entry
- Three (3) master ignition keys

DESCRIPTION/WORK STATEMENT

Project Organization and Management

The Vendor shall establish and maintain an appropriate organizational structure to enable local management of the lease portion of this contract. Documentation supporting the Vendor's ability to service the contract (including but not limited to office locations) should be included with the bid submission. All ordering will originate directly from MRCA.

Vehicle Mileage and Term

The Vendor shall be able to support vehicle return and replacement as specified in the contract. The awarded Vendor may propose, and MRCA may consent to, a desired timeframe or mileage interval different than levels requested by MRCA, if such intervals provide advantages to the Vendor, MRCA, or both, such as lower lease prices due to better vehicle resale potential.

Title, License, and Registration

The Vendor shall be responsible for providing vehicles that are properly titled and are tagged in California where they will be operated. Fees associated with titling and tagging shall be the responsibility of the Vendor and shall be considered included in prices paid under this contract.

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 of good quality and in safe operating condition. MRCA shall accept or reject the vehicles promptly after receipt. If MRCA determines that any vehicle is defective or unsafe at delivery, MRCA shall promptly inform the Vendor in writing.

DELIVERIES OR PERFORMANCE

Delivery Schedule

The Offeror proposes to deliver vehicles within the following period after receipt of an MRCA order for a given vehicle: _____ (Offeror to fill in blank in Vendor Responsiveness Page). In the event delivery cannot be completed within this period, the Vendor shall notify MRCA when it becomes aware it cannot meet the schedule and shall indicate the reason for delay and a projected delivery date. MRCA reserves the right to cancel the order at that time without cost to MRCA. In any event, MRCA's obligation to pay does not commence until MRCA accepts delivery of a vehicle from the Vendor.

CONTRACT ADMINISTRATIVE DATA

Points of Contact for Contract Administration

The following individuals are designated as primary points of contact for matters related to this contract.

For the Vendor: (offeror to insert information)

Name: _____

Title: _____

Phone: _____

E-mail Address: _____

For MRCA:

Name: Ken Nelson _____ (ordering officer)

Title: Fleet Vehicle Manager _____

Phone: 323-221-9944 ext. 127 _____

E-Mail Address: Ken.Nelson@mrca.ca.gov _____

Name: Jeff Jones _____ (contractual issues)

Title: Finance Officer _____

Phone: 323-221-9944 ext. 115 _____

E-Mail Address: _____

Funding Information

This contract does not, in itself, order any specific vehicles, nor does it create an obligation of funds. MRCA obligates funds through issuance of separate documents labeled "purchase orders". Prior to placement of orders, MRCA expects to issue purchase order(s) containing sufficient funding to cover the projected need through the end of the then-current ordering period.

Invoice Instructions

Detailed invoicing instructions will be negotiated between MRCA and the tentatively selected awardee. Any credits due MRCA shall be separately identified on the invoice and shall be applied against outstanding charges due to the Vendor.

SPECIAL CONTRACT REQUIREMENTS

Order of Precedence

The terms and conditions of this contract take precedence over any lease documents that may be signed by MRCA.

VENDOR RESPONSIVENESS

Please respond to each line item below. Failure to do so may result in rejection of the bid.

LEASE ITEMS

Lease Term Used is 60 Months (Yes/No) _____

Leases Depreciated to \$1 Buyout (Yes/No) _____

Are License and Registration Charges included in rates? (Yes/No) _____

Estimated delivery once orders are received _____

Your signature below confirms that you have read and understood all 9 pages of this RFB prior to the submission of this bid.

Company: _____

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

EVALUATION OF BIDS

MRCA intends to evaluate bids based on initial written presentations and to make a tentative selection of a successful offeror with whom MRCA will then engage in negotiations to finalize a contract.

Mountains Recreation and Conservation Authority reserves the right to reject any or all bids, to waive technicalities, to re-advertise, to proceed otherwise when in the best interest of the agency.

COMPLETE PRICING SHEET.

PROVIDE ITEMIZED RATE SCHEDULE FOR LEASE EXPENSES PER VEHICLE AND SPECIFICATIONS OF PROPOSED VEHICLES.

MRCA 2013 Municipal Lease Bid Pricing Sheet

* Financing must be quoted in arrears.

Vehicle Type#	Monthly Payment (per vehicle)	Total Cost (per vehicle)	Total Cost (per type)
1			
2			
3			
4			
5			
6			

TOTAL COST
(all vehicles) = _____

Name: _____

Company: _____

Signature: _____

Date: _____