

**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

**BID TERMS:**

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 Suite 100, Los Angeles, CA 90065 **by 2:00 PM, local time on Tuesday, January 29, 2019**, and at that time publicly opened and read aloud. Please mark your bid envelope "**SEALED BID: MUNICIPAL LEASE AUTOMOBILE RFB**".

Please note that all bids must be received at the designated location by the deadline indicated. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Bidders, their representatives and interested persons may be present. Contract will not be awarded at the time of the bid opening. MRCA shall analyze all bids to determine lowest responsible bidder based on the needs of MRCA, and may award multiple contracts.

All Requests for Interpretation and Questions must be submitted **by 2:00 p.m. on January 16, 2019** to Martha Rivas at (323) 221-9944 ext. 179 or at [Martha.Rivas@mrca.ca.gov](mailto:Martha.Rivas@mrca.ca.gov).

MRCA will issue any addenda, including responses, before January 21, 2019, unless otherwise communicated.

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 February 12, 2019. Bidder will be given the opportunity to propose a phase-in schedule for initial vehicle delivery. Replacement schedule for vehicle ordered under the contract will be established based on the conditions of the selected.

**BID SPECIFICATIONS:**

MRCA is requesting bidders to submit pricing for the following vehicle type(s) with the minimum specifications below:

**DESCRIPTION OF VEHICLE TYPE 1 thru 7:**

All vehicles must have white exterior paint color, engines that comply with California Emissions, automatic transmissions, limited slip rear ends, air conditioning, AM/FM/Bluetooth compatible radio, vinyl interior and vinyl floor, power windows and door locks, spray bed liners where applicable, and meet the minimum vehicle specifications below:

**VEHICLE TYPE 1: Quantity one (1) new Compact 4-Door Sedan**  
(Example: Ford Fusion S)

- Power Windows and Door Locks
- Bucket Seats, vinyl interior and vinyl floor
- Gasoline Hybrid Engine, 4 cylinder
- AM/FM/Bluetooth compatible sound system for hands free phone use
- Spare tire and wheel
- Three (3) master ignition keys

**VEHICLE TYPE 1: (ALTERNATE): Hybrid Electric**

**VEHICLE TYPE 2: Quantity one (1) new Midsize Super Cab 4x4 Truck**  
(Example: Ford Ranger)

- Power Windows and Door Locks
- Bucket Seats, cloth and vinyl floor
- Black wall tires, A/T
- AM/FM/Bluetooth compatible sound system for hands free phone use
- Full Size Spare tire and wheel
- Three (3) master ignition keys

**VEHICLE TYPE 3: Quantity one (1) new Midsize Crew Cab 4x4 Truck**  
(Example: Ford Ranger)

- Power Windows and Door Locks
- Bucket Seats, cloth and vinyl floor
- Black wall tires, A/T
- AM/FM/Bluetooth compatible sound system for hands free phone use
- Full Size Spare tire and wheel
- Three (3) master ignition keys

**VEHICLE TYPE 4: Quantity two (2) new Full Size Super Cab Half Ton Pickup Truck, 4-Wheel Drive, 6 ½ ft. bed.**

(Example: Chevrolet 1500, Dodge Ram 1500, Ford F-150)

- Power Windows and Door Locks
- Bucket seat), vinyl interior and vinyl floor.
- Gasoline Engine High Output, V6
- A/T Black wall tires
- Tow package with class IV receiver (10,000#) and integrated brake controller
- AM/FM/Bluetooth compatible sound system for hands free phone use
- Heavy Duty Cooling Package
- High Output Alternator
- Largest single fuel tank available
- Full Size Spare tire and wheel
- Rear bed light/third break light

- Three (3) master ignition keys
- \$7,500 for LE lighting upfit

**VEHICLE TYPE 5: Quantity four (4) new Full Size Super Cab Half Ton Pickup Truck, 4-Wheel Drive, 8 ft. bed.**

(Example: Chevrolet 1500, Dodge Ram 1500, Ford F-150)

- Power Windows and Door Locks
- Bench seat, vinyl interior and vinyl floor.
- Gasoline Engine V-6
- A/T Black wall tires
- Tow package with class IV receiver (10,000#) and integrated brake controller
- AM/FM/Bluetooth compatible sound system for hands free phone use
- Heavy Duty Cooling Package
- High Output Alternator
- Largest single fuel tank available
- Full Size Spare tire and wheel
- Rear bed light/third break light
- Three (3) master ignition keys

**VEHICLE TYPE 6: Quantity four (4) new 1-Ton Pickup 4-Wheel Drive (single rear wheel)**

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

- Extra Cab
- Long Bed (8ft.)
- Gasoline Engine, largest V8 available
- Heavy Duty tow package
- Heavy Duty cooling package
- High Output Alternator
- Full size spare
- Pickup Bed Delete
- Allow \$7,500 for Utility box (desired manufacturer, Pacific Truck Equipment)
- Spray in bed liner
- Rear bed light, 3<sup>rd</sup> break light
- Tow package with class IV receiver (10,000#) and integrated brake controller
- A/T Black wall tires
- Largest fuel tank available
- Keyless entry
- Three (3) master ignition keys
- Power Windows and Door Locks
- Bench seat, vinyl interior and vinyl floor.
- AM/FM/Bluetooth compatible sound system for hands free phone use

**VEHICLE TYPE 7: Quantity three (3) new 1-Ton Pickup 4-Wheel Drive (single rear wheel)**

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

- Extra Cab
- Long Bed (8ft.)
- Gasoline Engine, largest V8
- Heavy Duty tow package
- Heavy Duty cooling package
- High Output Alternator
- Full size spare
- Pickup Bed Delete
- Allow \$7,500 for Utility box with lumber rack (desired manufacturer, Pacific Truck Equipment)
- Spray in bed liner
- Rear bed light, 3<sup>rd</sup> break light
- Tow package with class IV receiver (10,000#) and integrated brake controller
- A/T Black wall tires
- Largest fuel tank available
- Keyless entry
- Three (3) master ignition keys
- Power Windows and Door Locks
- Bench seat, vinyl interior and vinyl floor.
- AM/FM/Bluetooth compatible sound system for hands free phone use

**VEHICLE TYPE 8: Quantity one (1) new 1-Ton Standard Cab Stakebed Dump 4-Wheel Drive (dual rear wheel)**

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

- Standard Cab
- 8ft. by 12 ft. stake side bed dump
- Gasoline Engine, largest V8
- Heavy Duty tow package
- Heavy Duty cooling package
- High Output Alternator
- Full size spare
- Allow \$9,500 for Stakebed (desired manufacturer, Pacific Truck Equipment)
- Rear bed light, 3<sup>rd</sup> break light
- 2 under bed tool boxes filling, largest capacity
- Tow package with class IV receiver (10,000#) and integrated brake controller
- A/T Black wall tires
- Largest fuel tank available
- Three (3) master ignition keys
- Power Windows and Door Locks
- Bench seat, vinyl interior and vinyl floor.
- AM/FM/Bluetooth compatible sound system for hands free phone use

**BID INSTRUCTIONS:**



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 441-8691

**ADDENDUM #1 issued January 16, 2019**  
Municipal Automobile Lease RFB  
570 W. Ave. 26 suite 100, Los Angeles, CA 90065

From: MRCA Mountains Recreation and Conservation Authority  
570 W. Avenue 26, Suite 100  
Los Angeles, CA 90065

To: ALL PROSPECTIVE BIDDERS

This addendum forms a part of the contract documents and modifies the bidding documents dated January 04, 2019, as noted below. Acknowledge receipt of the Addendum on company's Letterhead and include with your bid. Failure to do so may result in the bid being deemed non-responsive.

The Addendum consists of 1 page.

**A. CHANGES TO BIDDING REQUIREMENTS:**

1. **NONE**

**B. CHANGES TO PRIOR ADDENDUM:**

1. **NONE**

**C. CHANGES TO CONDITIONS OF THE CONTRACT:**

1. **NONE**

**D. CHANGES TO SPECIFICATIONS:**

1. **Add (2) more vehicles to the list.**

**Vehicle #9: Quantity one (1) new 1 Ton Pickup 4-Wheel Drive (single rear wheel)**

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

- Crew Cab
- Long Bed (8ft.)
- Gasoline Engine, largest V8 available
- Heavy Duty tow package
- Heavy Duty cooling package
- High Output Alternator
- Full size spare
- Pickup Bed Delete
- Allow \$7,500 for Utility box (desired manufacturer, Pacific Truck Equipment)
- Spray in bed liner
- Rear bed light, 3<sup>rd</sup> break light
- Tow package with class IV receiver (10,000#) and integrated brake controller
- A/T Black wall tires
- Largest fuel tank available
- Keyless entry
- Three (3) master ignition keys
- Power Windows and Door Locks

- Bucket seat, vinyl interior and vinyl floor.
- AM/FM/Bluetooth compatible sound system for hands free phone use
- Allow \$7, 500 LE lighting package

**Vehicle #10: Quantity one (1) new 15 Passenger Van**

- Gasoline Engine, largest available
- Heavy Duty tow package
- Heavy Duty Alternator
- Reverse Sensing System
- Privacy Glass
- Running Boards
- Full size spare
- Tow package with class IV receiver (10,000#) and integrated brake controller
- A/T Black wall tires
- Largest fuel tank available
- Keyless entry
- Three (3) master ignition keys
- Power Windows and Door Locks
- Bucket seat, vinyl interior and vinyl floor.
- AM/FM/Bluetooth compatible sound system for hands free phone use

**E. OTHER CHANGES AS SET FORTH:**

1. **NONE**

**F. QUESTIONS FROM BIDDERS AND RESPONSES:**

1. **NONE**

- G.** Clarification or any other notice of a change in the bidding documents will be issued only by the OWNER, MRCA, and only in the form of a written Addendum, transmitted by fax, e-mail, or registered mail to all potential bidders. Any other purported Addenda are void and unenforceable.

END OF ADDENDUM NO. 1

Mountains Recreation and Conservation Authority (MRCA) plans to acquire one (1) new vehicle as described in this Request for Bid. MRCA prefers to select a single company to satisfy its requirements. This request for bids does not order any specific items, nor does it create an obligation of funds. MRCA obligates funds through issuance of separate documents. 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.

**\*Specifications are attached on pages 1 and 2.**

Bids should be submitted under company letterhead stationery with the information required in this RFB. As a minimum, bids must include two (2) copies of all bid documents sealed in one envelope with the following completed pages:

- 1) RFB Cover Pages (Pages 1, 2, 3, and 4 of the bid package)
- 2) Completed Pricing Sheet (Page 8 & 9 of the bid package)
- 3) Vendor Responsiveness Sheet (Page 9 of the bid package)
- 4) Contract Administrative Data: Designate points of contact for this proposed contract. Indicate primary point of contact for negotiations, if multiple contacts identified (Page 8 and 9 of the bid package).
- 5) Include any Contract Agreements that MRCA would be required to sign. The lease agreement will be reviewed by MRCA before any award will be announced.
- 6) Provide manufacturer's statement of warranty for the automobile type with bid.
- 7) Attach copy of Lease Agreement.

**DELIVERIES OR PERFORMANCE:**

**NOTE: This lease is for a new model available from existing inventory or ASAP.**

The bidder proposes to deliver vehicle within the following period after receipt of an MRCA Purchase Order for a given vehicle(s): \_\_\_\_\_ (bidder 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.

**SERVICES AND PRICES/COSTS:**

MRCA requires new vehicles satisfying the specifications described in this section. Bidders are expected to submit proposals that comply with all portions of this section as well as "minimum vehicle specifications" and all specifications related to vehicle types. If a bidder is unable to satisfy every element 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.

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

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

**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.

**Title, License, and Registration**

The Vendor shall be responsible for providing a vehicle that is properly titled and is tagged in California where it will be operated. Fees associated with titling and tagging of exempt plates shall be the responsibility of the Vendor and shall be considered included in prices paid under this contract.

**Vehicle Inspection**

The vehicle leased under this contract shall be inspected by MRCA prior to taking possession, at which point vehicle inspection documentation will be provided indicating the general condition of the vehicle.

**Condition of Leased Vehicle**

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

**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 Vendor. Any credits due MRCA shall be separately identified on the invoice and shall be applied against outstanding charges due to the Vendor.

**Order of Precedence**

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

**Evaluation of Bids**

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

**REPRESENTATIONS, CERTIFICATIONS, AND ACKNOWLEDGMENTS:**

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.

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

California

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:

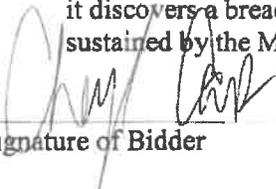
(a) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(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.

4. CONFLICT OF INTEREST

The bidder represents and warrants that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member that has discretion over the contract of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including step children), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Bidder shall be liable for all damages sustained by the MRCA as a result of the breach.

  
Signature of Bidder

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

**CONTRACT ADMINISTRATIVE DATA:**

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

**For the Vendor: (bidder to insert information)**

Name: Cheryl Cast Title: Commercial Accounts  
 Address: 15505 Roscoe Blvd North Hills CA 91343  
 Phone: 818-756-2367 E-mail: JCAST@galpin.com  
 Signature of Person Authorized to Sign Proposal: Cheryl Cast  
 Date of Bid: 2.6.2019

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.

**PRICING SHEET**

\*Financing must be quoted in arrears and pricing must include all applicable taxes and fees.

Vehicle Type #	Base Vehicle Cost	Taxes & Fees	Lease Term	Interest Rate	Buyout Provision	Monthly Payment (per vehicle)	Total Cost (per type including allowance)
1	19,200 <sup>00</sup>	2500.83	60	.019348	\$1	\$119.87	21,700.83
1-ALT							
2	27,798	3,377.64	60	.019348	\$1	\$602.03	31,115.64
3	30,000	3,526.83	60	.019348	\$1	648.68	33,526.83
4	30,664	4,302.41	60	.019348	\$1	826.44	42,916.41
4-ALT							

5	30,964	3618.41	60	.019348	1	661.19	34,582.41
6	32,610	4,487.28	60	.019237	1	850.06	44,597.28
7	32,610	4,487.28	60	.019348	1	855.84	44,597.28
8	31,510	4,572.78	60	.019348	1	881.94	45,582.78
9	35,110	4,724.78	60	.019348	1	915.83	47,334.78
10	35,535	4,052.65	60	.019348	1	765.97	39,587.65

TOTAL COST (ALL vehicles, excluding alternates) = \$ 749,389.43

**VENDOR RESPONSIVENESS**

**LEASE ITEMS:**

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

Estimated delivery once orders are received 16 weeks

I understand that all prices included in this bid package are valid for 120 days from bid due date, including interest rates.

MRCA will provide a Purchase Order within 120 days from the Bid Award date.

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

Company: Alpine Ford

Authorized Representative: Cheryl Cost

Title: Commercial Accounts

Signature: Cheryl Cost

Date: 2-6-2019

Mountains Recreation and Conservation Authority appreciates your time and effort in preparing this bid.