

**REQUEST FOR PROPOSAL  
FLEET VEHICLES  
FOR  
CITY OF JACKSONVILLE**



**RFP # 2018-03-82  
DUE DATE: February 19, 2018**

**CITY OF JACKSONVILLE, TEXAS  
(903) 586-3510  
[www.jacksonville-tx.org](http://www.jacksonville-tx.org)**

Table of Contents

**SECTION I – INTRODUCTION AND RFP TERMS AND CONDITIONS ..... 3**

**SECTION II – DEFINITIONS, TERMS AND CONDITIONS..... 3**

*Definitions..... 3*

*Receipt of Proposals ..... 3*

*Time Requirements ..... 4*

*Questions and Inquiries ..... 4*

*City Prerogative to Accept/Reject Proposals ..... 4*

*Reimbursements ..... 4*

*Agreement ..... 4*

*Communication ..... 4*

*Company Ownership/Management ..... 4*

*Disclosure..... 5*

*Award of the Contract..... 5*

*Addenda..... 5*

*False or Misleading Statements..... 5*

*Clarification of Proposal..... 6*

*Responsiveness..... 6*

*Rejection of Proposal ..... 6*

*Indemnification..... 6*

*Release ..... 6*

*Taxes..... 6*

*Governing Law ..... 6*

**SECTION III – SCOPE OF WORK TO BE PERFORMED ..... 7**

*General Information ..... 7*

*Pricing..... 7*

*Delivery Date ..... 7*

*Evaluation Factors ..... 8*

*Format Requirement..... 8*

**SECTION IV – SPECIFICATION WORKSHEET & BID SHEETS ..... 9**

## **SECTION I – INTRODUCTION AND RFP TERMS AND CONDITIONS**

The City of Jacksonville is soliciting Proposal(s) for the procurement of three (3) Police Pursuit Sport Utility Vehicles, two (2) Police Pursuit Sedans, one (1) Full Size Sedan, three (3) pickup trucks described herein and one (1) One Ton Equivalent Cab Ambulance Chassis as described herein. Proposals may be made for singular vehicles, groups of vehicles or as a whole.

It is the intent of the City of Jacksonville to select as many providers as required to acquire all of the vehicles outlined in this Request for Proposal. The City may select a combination of the vehicles requested. Only two (2) police pursuit vehicles will be purchased, but proposals for each body style are requested. The City reserves the right to reject any or all proposals submitted. Proposals will be evaluated utilizing the criteria herein.

Submissions should include the Specification Worksheet and Bid Sheet as one (1) unbound original in a sealed envelope with the reference **RFP 2018-03-82 Fleet Vehicles** marked on the envelope.

Responses must be received by 3:00 p.m. on February 19, 2018 at which time proposals will be opened, announced and recorded. All proposals should be addressed to:

City of Jacksonville  
Ben Jones  
Accountant I  
215 East Rusk Street  
Jacksonville, TX 75766

## **SECTION II – DEFINITIONS, TERMS AND CONDITIONS**

### ***Definitions***

In order to simplify the language throughout this request, the following definitions shall apply:

CITY OF JACKSONVILLE – Same as City.

CONTRACT – An agreement between the City and a Provider to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

RFP – Request for Proposal

### ***Receipt of Proposals***

The submitted Proposal(s) must be received in a sealed envelope by the City Finance Department prior to the time and date specified. The mere fact the Proposal was dispatched will not be considered; the firm must ensure the Proposal is actually delivered. Regardless of cause, late submissions will not be accepted or opened and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time.

## ***Time Requirements***

The following is a list of key dates up to and including award of contracts:

Request for Proposal issued	February 1, 2018
Due date for Proposals	3:00p February 19, 2018
Review Committee results submitted	February 28, 2018
Council Selection and Award	March 13, 2018

## ***Questions and Inquiries***

Questions and inquiries about this Request for Proposal should be directed to: Ben Jones, Accountant I at (903) 586-3510 ext. 1133. Questions can be submitted in writing no later than three (3) days prior to the specified due date of the RFP, and may be submitted to: [ben.jones@jacksonvilletx.org](mailto:ben.jones@jacksonvilletx.org).

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

## ***City Prerogative to Accept/Reject Proposals***

The City reserves the right to accept or reject any or all Proposals as a result of this request or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the City. All Proposals become the property of the City of Jacksonville.

## ***Reimbursements***

There is no express or implied obligation for the City of Jacksonville to reimburse responding firms for any expenses incurred in preparing Proposals in response to this Request for Proposal and City of Jacksonville will not reimburse responding firms for these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

## ***Agreement***

Submittals should include any vendor proposed or required agreements and contracts regarding this RFP.

## ***Communication***

Prospective vendors shall communicate only with the staff identified herein during the entire RFP process (from this solicitation to award). The City shall not be responsible for any verbal or non-verbal communication between a potential bidder and any other employees of the City; and such action may be cause for rejection of the subject bidder's proposal. Only written requirements and qualifications, and addenda as issued by the City of Jacksonville Finance Department will be considered.

## ***Company Ownership/Management***

Should there be a change in the awarded vendor ownership or management, the contract may be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

## ***Disclosure***

There will be no disclosure of contents to competing firms, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

## ***Award of the Contract***

Award of the contract shall be made to the bidder(s) who provides goods and services at the best value for the City, taking into consideration the relative importance of price and other factors set forth in this request for proposal. It is the intent of the City of Jacksonville to select as many providers as required to acquire all of the vehicles outlined in this Request for Proposal.

The contents of the proposal of the successful bidder(s) will become, at our option, a contractual obligation. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposing vendors. The City of Jacksonville reserves the right to terminate the selection process at any time and to reject any or all proposals.

The City of Jacksonville reserves the right to accept the Proposal(s) which, in its judgment, is the best and most favorable to the interests of the City of Jacksonville and to the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposal process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing vendors should not rely upon or anticipate such waivers in submitting their Proposal.

Award of the Contract will be made only after proposals are recorded and reviewed for compliance with specifications. All responsive vendors will be notified via email when the project is awarded.

Upon award of the contract, Vendor must complete a W9 and Vendor Information Form, as well as electronically file FORM 1295 Certificate of Interested Parties with the Texas Ethics Commission and notify the City of completion.

## ***Addenda***

Any addenda to the Proposal specifications issued during the period between issuance of the RFP and receipt of proposals are to be considered covered in the Proposal and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their proposal cover letter.

## ***False or Misleading Statements***

If, in our opinion, a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire proposal may be rejected at the discretion of the City.

## ***Clarification of Proposal***

We reserve the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's proposal.

## ***Responsiveness***

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration, if the approach clearly offers increased benefits.

## ***Rejection of Proposal***

Proposals that are not prepared in accordance with these instructions may be rejected/disqualified. If not rejected, the City of Jacksonville may demand correction of any deficiency and accept the corrected Proposal upon compliance with these instructions.

## ***Indemnification and Release***

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

### **Indemnification**

It is further agreed that the Contractor (separately and collectively the "Indemnitee") shall indemnify, hold harmless, and defend the City, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the City, any other party indemnified hereunder, the Contractor, or any third party.

### **Release**

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the City, any other party released hereunder, the Contractor, or any third party.

### **Taxes**

The City of Jacksonville is a tax exempt organization. A copy of the City's tax exempt form will be furnished.

### **Governing Law**

All proposals and related documents submitted to the City of Jacksonville by Vendors are governed under the laws of the State of Texas and local ordinances, polices and regulations.

## **SECTION III – SCOPE OF WORK TO BE PERFORMED**

### ***General Information***

The City of Jacksonville is located in Cherokee County in East Texas, north of the county seat, Rusk, and south of Tyler, in neighboring Smith County, on U.S. Route 69. The north-south Highway 69 intersects the east-west U.S. Route 79. The City was founded in 1847 and incorporated in 1921. With a current population of approximately 14,700 in the city limits, it is the principal city of the Jacksonville Micropolitan Statistical Area, which includes all of Cherokee County, and part of the larger Tyler–Jacksonville combined statistical area. The City of Jacksonville has a 14.1 square mile footprint. The City of Jacksonville is a home-rule city that operates under the Council-Manager form of government. The City provides a full range of municipal services as prescribed by statute or charter. These services include police, fire and emergency medical services, parks and recreational facilities, library services, street maintenance and construction, public improvements, general administrative services and water, sewer, and sanitation systems.

### ***Pricing***

Vendor is to quote its lowest and best price on each item including delivery in Jacksonville, Texas unless otherwise specified in the invitation. Pricing shall include packaging, transportation, unloading, and any trade and cash discounts will be taken, if earned. Bids must be firm. Pricing is to be submitted as quantity per unit specified with extended totals, however in the event of a discrepancy in extension, the unit prices shall govern. Pricing shall be entered on the Bid Sheet in ink or typewritten.

### ***Delivery Date***

Bid must show the number of calendar days required to place the materials at the place of destination under normal conditions. Failure to specify delivery date or timing and/or unrealistically short or long delivery dates may cause the bid to be disregarded. Delivery will be a consideration factor in evaluating the proposals.

Vendor must keep the City advised as to the status of the order. Unforeseen delivery delays must be communicated to the Purchasing Division. Default in promised delivery, without acceptable reasons, or failure to meet specifications without remedy shall cause the City to purchase the goods elsewhere and charge any increase in cost and handling to the defaulting Vendor. This does not limit any other remedies to the City for damage under the Uniform Commercial Code.

## ***Evaluation Factors***

The City of Jacksonville will review all proposals to determine compliance with the requirements as specified in the RFP. Only proposals which, in the opinion of the Selection Committee, meet the requirements of the RFP will be further evaluated. It is not the policy of the City to purchase on the basis of low price alone, but instead proposals will be evaluated and the proposal that meets the best value for the City will be selected using the following criteria:

- A. the purchase price, including reasonable payment discounts;
- B. the timing of delivery of goods or services;
- C. the reputation of the Vendor and of the Vendor's goods or services;
- D. the quality of the Vendor's goods or services;
- E. the extent to which the goods or services meet the City's needs;
- F. the Vendor's past relationship with the City;
- G. the impact on the ability of the City to comply with laws and rules relating to historically underutilized businesses;
- H. the total long-term cost to the City to acquire the Vendor's goods or services; and any other relevant factor specifically listed in the request for bids.

## ***Format Requirement***

Proposals must be submitted on the following pages with the following information. Additional information describing the equipment and services proposed may be added to this page. Any proposals received without this page will be considered non-responsive and rejected. **Bids will be accepted in whole or in part.**



## SECTION IV – SPECIFICATION WORKSHEET & BID SHEETS

### Specification Worksheets for Fleet Vehicles RFP 2018-03-82 Due by 3:00p on February 19, 2018

- Refer to Introduction, Scope and Format Requirements before completing Bid Sheet
- Best Price should be quoted on each item.
- **Bids may be submitted in whole or in part. \*\*Only two (2) Police Pursuit vehicles will be purchased – either SUV, Sedan or combination.**

#### SPECIFICATIONS WORKSHEET – POLICE PURSUIT SPORT UTILITY VEHICLE (Fire Dept)

DESCRIPTION	YES	NO
New and Unused Current Year Model Police Pursuit Sport Utility Vehicle		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
Red Exterior Paint		
Cloth Bucket Front Seats/Vinyl Rear Seats		
Black Interior Color		
V6 or V8 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
Auxiliary Climate Control		
Driver Side LED Spot Lamp		
Keyless (3) Fobs		
Power Disable for Rear Windows and Locks		
Rear Facing Reverse and Parking Camera		

#### SPECIFICATIONS WORKSHEET – POLICE PURSUIT SPORT UTILITY VEHICLE (Police Dept)

DESCRIPTION	YES	NO
New and Unused Current Year Model Police Pursuit Sport Utility Vehicle		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
Black Exterior Paint		
Cloth Bucket Front Seats/Vinyl Rear Seats		
Black Interior Color		
V6 or V8 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
Auxiliary Climate Control		
Driver Side LED Spot Lamp		
Keyless (3) Fobs		
Power Disable for Rear Windows and Locks		
Rear Facing Reverse and Parking Camera		

#### SPECIFICATIONS WORKSHEET – POLICE PURSUIT SEDAN

DESCRIPTION	YES	NO
New and Unused Current Year Model Police Pursuit Sedan		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
Black Exterior Paint		
Cloth Bucket Front Seats/Vinyl Rear Seats		
Black Interior Color		
V6 or V8 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
Driver Side LED Spot Lamp		
Keyless (3) Fobs		
Power Disable for Rear Windows and Locks		
Rear Facing Reverse and Parking Camera		

### SPECIFICATIONS WORKSHEET – FULL SIZE SEDAN

DESCRIPTION	YES	NO
New and Unused Current Year Model Full Size Sedan		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
Black or White Exterior Paint		
Cloth Bucket Front Seats		
Rear Bench Seat		
V6 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
Keyless (3) Fobs		
Power Disable for Rear Windows and Locks		
Rear Facing Reverse and Parking Camera		

### SPECIFICATIONS WORKSHEET – ½ TON TRUCK WITH EXTENDED BED

DESCRIPTION	YES	NO
New and Unused Current Year Model ½ Ton Equivalent Pick Up Truck with an Extended Bed		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
White Exterior Paint		
Vinyl 40/20/40 Split Seats		
Grey Interior Color		
V8 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
Tow Package		
Keyless (2) Fobs		
Rear Facing Reverse and Parking Camera		

**SPECIFICATIONS WORKSHEET – ¾ TON CREW CAB TRUCK**

DESCRIPTION	YES	NO
New and Unused Current Year Model ¾ Ton Equivalent Crew Cab Truck		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
White Exterior Paint		
Vinyl Interior Trim		
Black Interior Color		
40/20/40 Split Front Bench Seat		
Power Equipment Package		
V8 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
4x4 Drivetrain		
Tow Package		
Keyless (2) Fobs		
Rear Facing Reverse and Parking Camera		

**SPECIFICATIONS WORKSHEET – 1/2 TON TRUCK**

DESCRIPTION	YES	NO
New and Unused Current Year Model ½ ton Equivalent Truck		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
White Exterior Paint		
Vinyl Interior Trim		
Black Interior Color		
40/20/40 Split Front Bench Seat		
Power Equipment Package		
V6 Gasoline Engine		
Automatic Transmission		
Bluetooth Enabled		
Keyless (2) Fobs		
Rear Facing Reverse and Parking Camera		

**SPECIFICATIONS WORKSHEET – 1 TON CAB AMBULANCE CHASSIS**

<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
New and Unused Current Year Model 1 Ton Equivalent Regular Cab Ambulance Chassis		
<b>Removal of Standard Factory Equipment Not Allowed</b>		
White Exterior Paint		
40/20/40 Vinyl Bench Seat		
Black or Grey Interior Color		
6 or 8 Cylinder Turbo Diesel Engine		
Automatic Transmission		
167.5 Inch Wheelbase		
Bluetooth Enabled		
Power Package with Remote Entry		
Dual Fuel Tanks		

**Proposal Bid Sheet for Fleet Vehicles**  
**RFP 2018-03-82 Due by 3:00p on February 19, 2018**

DESCRIPTION	Unit Price	Qty	Extended Price
Police Pursuit SUV – Fire Dept		1	
Police Pursuit SUV – Police Dept		2	
Police Pursuit Sedan		2	
Full Size Sedan		1	
8' Bed ½ Ton Pickup Truck		1	
¾ Ton Pickup Truck		1	
½ Ton Pickup Truck		1	
1 Ton Cab Ambulance Chassis		1	
Delivery Dates: _____			
<b>PARTIAL BIDS ACCEPTED</b>	<b>Total Bid</b>		

Bidder agrees to allow Piggy-Back Procurements (should other Governmental Entities decide to participate in this contract, Vendor would agree that all terms, specifications and pricing would apply):  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Pricing based on Purchasing Cooperative Contract? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, Name of Cooperative \_\_\_\_\_ Contract # \_\_\_\_\_

Will Bidder accept Procurement Card (Mastercard) as method of payment?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ %Disc \_\_\_\_\_ or %Fee \_\_\_\_\_

Payment Terms discount if any: \_\_\_\_\_

**Authorized Signature/Contact Information**

Bids which are not signed may be considered non-responsive and may be rejected.

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Contact: \_\_\_\_\_