

**COLUMBIA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSALS (RFP)**

**Project Name: Management and Financing of the Columbia County Vehicle Fleet**

**1. INTRODUCTION:**

Notice is hereby given that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Columbia for the management and financing of the Columbia County Vehicle Fleet. It is the intent of Columbia County to award this contract within sixty (60) days of receipt of the proposals. Purchase and delivery of the first order of new vehicles should be completed within ninety (90) days of the contract award (with the exception of the Traveling Library Vehicle).

**2. PURPOSE:**

The purpose of this request is to solicit proposals from qualified providers who can supply and maintain the County's Vehicle Fleet that meet the specifications outlined in Attachment "A". The selected firm will provide the best option for the County, in terms of monthly fee, the quality of the services provided, capability, vendor reputation and ability to provide and service the equipment within a specific time period.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

Proposal documents and specifications will be available on-line at the County Website: [www.columbiapa.org](http://www.columbiapa.org)

Submission: Proposals must be submitted to the: Columbia County Commissioners  
c/o David Witchey  
11 West Main Street  
Bloomsburg Pa 17815

Proposals must be submitted in a sealed envelope, with the name of the firm submitting the proposal clearly marked on the outside of the envelope, along with the Project Name. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the below-referenced due date and time. **Submissions by fax, telephone, or email are not permitted.**

**Submission Deadline:** Respondents must submit their written proposal by **1:00 p.m.** prevailing time on:  
**Wednesday, April 6, 2016.**

**4. QUESTIONS:**

Questions can be submitted via email to: [dwitchey@columbiapa.org](mailto:dwitchey@columbiapa.org)

\* Questions will be answered by the appropriate individuals and answered within 3 business days.  
**Final questions pertaining to this RFP must be submitted on or before: March 23, 2015.**

**5. CRITERIA FOR EVALUATION OF PROPOSAL:**

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- . Experience and reputation with respect to representation of governmental entities;
- . Knowledge of the subject matter of the services to be provided to the County;
- . Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board;
- . Availability to accommodate any required meetings of the Board;
- . Other factors determined to be in best interest of the County based on the board's sole discretion
- . The vendor must submit a copy of the most current audited financial report of the company;

- . The vendor shall submit a list of three (3) references, including name of institution, address, and contact person and phone number.

## 6. PROPOSAL:

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. Scope of Services/Prior Experience - submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – proposals submitted to the County must include the following:
  - Name, address, and brief description of your firm;
  - The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
  - A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations-and;
  - A statement that your firm or principals are not involved in any current or pending litigation involving Columbia County, or any of its Departments or Authorities;
  - The vendor's demonstrated experience and expertise in supplying and maintaining any County's Fleet/Experience shall include current and past services provided of similar scope and size, as well as experience of support staff and management.

## 7. CONFLICT OF INTEREST:

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

## 8. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:

All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Columbia County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

## 9. RESPONSIBILITIES:

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- \* The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.
- \* The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor. In the event that the Vendor or any of their employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- \* The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability or any other unlawful form of discrimination.
- \* All Columbia County buildings are DRUG-FREE. The Vendor and all of their employees agree to comply with

this DRUG-FREE policy while performing services on County property.

\* No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.

#### **10. CONFIDENTIALITY:**

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.

### **Attachment "A"**

#### **COLUMBIA COUNTY COMMISSIONERS REQUEST FOR PROPOSALS (RFP) Project Name: Management and Financing of the Columbia County Vehicle Fleet**

1. The Vendor shall provide a replacement schedule for approximately thirty five (35) vehicles over a four (4) year period (Attachment "B" contains current County Fleet).
2. The County intends to award a multiple year contract "the master-lease financing plan" that will allow ordering to occur throughout a four (4) year period with four (4) five (5) year optional renewal period(s). This is a non-guaranteed amount contract. The County reserves the right to order any amount of financed vehicles and additional services it deems in the best interest of the County. Be advised that financing arrangements contemplated to extend more than one year will be subject to availability of appropriations.
3. Proposers shall provide a detailed description of the fleet management services offered within this proposal but not limited to:
  - a. Open-ended *lease* financing program.
  - b. Vehicle maintenance program.
  - c. Physical damage program.
  - d. Vehicle resale process.
  - e. Proposers ability to sell vehicles in the County's current fleet (attachment B)
  - f. Global Positioning System capabilities (GPS).
  - g. Vehicle lettering / identification.
4. Proposer shall describe the firm's experience in offering or performing like services for county's, public transportation agencies, municipalities, and/or other government agencies.
5. Proposers shall identify subcontractors (vehicle maintenance facilities) by name, address and telephone number located within Columbia County as well any outside County boundaries within twenty five (25) mile radius.
6. Proposer shall identify any and all insurance requirements imposed on the County as a condition of the financing of vehicles. The County reserves the right to insure vehicles through the insurance carrier of its choice and the option to not insure certain vehicles under this contract.
7. Proposer shall identify entity holding title to the vehicle(s) as well as contact information for person at the firm responsible for registering the vehicle(s) during the term of the financing.

### **Scope of Work:**

The County requires vehicles on a financing basis satisfying the specifications described in this section and may require the vehicle maintenance services described in this section on an "as needed" basis. Proposers are expected to submit proposals that address all portions of this section. If a Proposer 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. The County will review any exceptions taken but, at its sole discretion, may determine the proposal not responsive to the County's requirements and remove it from further consideration.

- A. For evaluation purposes prices offered must be firm, fixed prices not subject to change during financing started during the first ordering period. Include all applicable fees and charges in the monthly price, including end of financing inspection fees, and any applicable taxes. The County is exempt from sales tax on all vehicles registered to the County. Include open-ended financing proposal with no mileage restrictions.
- B. Vehicles should be depreciated at 1.5% per month with a 10% Residual Book Value. Maintenance

Expenses and residual value should be based on the indicated term and annual average mileage of 20,000.

- C. Proposers should indicate any adjustments for future year pricing may propose other pricing options and should clearly indicate all applicable fees and taxes.
- D. The County plans to sign a master lease-financing program for use by all departments and develop an ordering process with the successful bidder; the County's designee will work with departments to facilitate the choice of an appropriate vehicle, options and financing term necessary for each vehicle financed. Each proposal should outline a pricing strategy.
- E. Contractor must supply an End of Term Balance at the end of the term (usually 60 months, minimum term 12 months and maximum term 60 months). 30 days prior to the end of the term the Contractor should provide an estimate of the current market value of any orders due for termination. This should be followed by a written inspection report within five days of the return of the vehicle.
- F. Vehicle warranty will be bumper to bumper for a minimum of three years or 36,000 miles, or the manufacturers warranty whichever is longer.
- G. List price changes in subsequent ordering.
- H. Define reporting capabilities including monthly management reports, comprehensive invoicing, maintenance notification, and electronic capabilities.
- I. Service and Maintenance Requirements: the County shall keep and maintain each vehicle in normal operating condition and adhere to the maintenance schedule that will be provided by the successful Contract of fleet management services. Columbia County deems it necessary to request maintenance services to be included on all financed vehicles.
- J.1 Does your company provide a program in which the maintenance costs are billed back to Columbia County as they occur? YES / NO
- J.2 Does your company provide a program in which the maintenance costs are fixed and guaranteed during the life of the vehicle financing? YES / NO
- J.3 If yes to either of the previous questions please include the cost of program(s) in the pricing section and provide detail on program(s) including but not limited to:
  - a. Location of facilities that will perform maintenance services located within Columbia County.
  - b. Monitoring, tracking, and service needed notification capabilities / procedures.
  - c. Included and excluded items / coverage.
  - d. compatibility with manufacturer's warranty
  - e. Qualification requirements for those performing work on financed vehicles.
- K. Other Requirements: The Contractor shall establish and maintain an appropriate organizational structure to enable local management of this contract/documentation supporting the contractor's ability to service the contract (including but not limited to office locations) should be included with the proposal submission. All ordering will originate directly from Contractor with approval from Columbia County.
- L. Vehicle Quantities and Locations: The County Fleet targeted to be satisfied by this contract consists of approximately up to thirty five (35) Vehicles. **THIS IS A NON-GUARANTEED AMOUNT CONTRACT**, Columbia County reserves the right to order any amount of vehicles and any additional services it deems in the best interest of the County. Attached below is the list of the current County fleet targeted for financed replacements. (Attachment "B").
- M. All vehicles provided under this contract should be new from the factory. Vehicles should be registered to Columbia County. Columbia County vehicles shall have MG/EV state agency plates following delivery and acceptance by a County representative.
- N. Vehicle Mileage and Term: The Contractor shall be able to support vehicle return and replacement for vehicle orders lasting a minimum of one year up to a maximum financing period of five years. The awarded Contractor may propose, and the County must provide written consent to, a desired timeframe or mileage interval different than levels requested by the County, if such intervals provide advantages to the Contractor, the County, or both, such as lower financing prices due or better vehicle resale potential.
- O. Vehicle Inspection: All vehicles financed under this contract shall be inspected upon delivery, at which point vehicle inspection documentation will be provided indicating the general condition of the vehicle

and acceptance that it meets ordering specifications.

**All Vehicles shall have the following features:**

- 1 All to be new from factory.
- 2 Minimum 3 key sets per vehicle.
- 3 Vehicles should be registered to Columbia County with either MG/EV Pennsylvania State Agency plates.
- 4 Air Conditioning.
- 5 To the extent possible, **each vehicle should be best in class for fuel efficiency.**
- 6 Exterior Color of all vehicles to be selected by Columbia County.
- 7 All up-fit under \$5,000/vehicle should be included in the financing. More complicated up-fit packages will be negotiated with the successful Contractor; the County is willing to purchase up-fit packages over \$5,000 at beginning of the financing plan.

**Additional requirements by vehicle type:**

- 1 Sedans: Best available fuel economy for a sedan that can comfortably seat four adults.
- 2 Minivans: Best available fuel economy for a minivan that can comfortably seat six or more adults.
- 3 Small/light Van (Transit Connect or similar): interior shelving option should be available.
- 4 Passenger Vans: Should carry a minimum of 12 passengers including driver.
- 5 Cargo Vans: shelving should be an available option.
- 6 Compact Pickup Truck: Four wheel or all-wheel drive should be an available option.
- 7 Full Size Trucks: Tow & plow package appropriate for existing stock of plow blades and trailers. Four wheel drive. Three passenger seating and a Crew Cab option should be available.
- 8 Cargo vans and trucks. Interior fit and finish should be heavy duty "work truck" style unless otherwise specified at ordering.
- 9 Dump Trucks: Would require a cinder spreader.

**Reporting Requirements:**

Reports are due the third and ninth months in each ordering period, the Contractor shall meet with the County to discuss a contract status report. This report shall cover all vehicles delivered, or otherwise in the possession of the County at any time during the previous six-month period. A separate section of the following information for each vehicle: vehicle year, make and model; vehicle identification number; cost center-department (assigned by the County); date of delivery; months in service. This report should be presented in spreadsheet product compatible with Microsoft Excel and is preferred to be accessible online monthly. The County will review this information and compare it to County records to detect potential inconsistencies requiring resolution.

The County may also request additional meetings with the Contractor in relation to this agreement. The Contractor will work in good faith to meet with the County for any additional meetings in a timely fashion.

Invoicing: detailed invoicing instructions will be negotiated between the County and the selected Contractor. Any credits due the County shall be separately identified on the invoice and shall be applied against outstanding charges due to the Contractor.

**End of Financing Options:**

*At the end of financing term, the County may:*

1. Purchase the vehicle from the Contractor for the end of term obligation (Reduced Book Value plus other charges).
2. Turn the vehicle in to be disposed of by Contractor.

***When the County turns vehicles into the Contractor, the Contractor will:***

- . Check vehicle in with a written report.
- . Within four weeks, the Contractor will communicate with the County a minimum market value for vehicle based on at least three (3) offers or quotes.

Funds received by the Contractor for disposing of the vehicle shall be used to reconcile the remaining reduced book value of the vehicle. Any further credits or debits will be applied to the County account.

**“The Contract that ensues shall be for the use of Columbia County. In addition, and in accordance with applicable Pennsylvania law, specific eligible political subdivisions, nonprofit educational and/or public health institutions may also participate in this cooperative purchasing agreement at their discretion. Any such legally eligible political subdivisions, nonprofits or public health institutions must get the CONTRACTORS approval.**

**Project Cost:**

1. Proposal responses shall follow the general format as outlined in the previous section of this RFP. Proposers are encouraged to describe in detail their services as related to each requirement detailed herein and (breakdown separately) any additional features or benefits related to the offering not specified in this RFP.
2. Proposers shall detail their experience in providing Fleet Management services to other governmental agencies.
3. Explain how the Fleet Management services would be delivered to Columbia County.

**Please answer the following questions and submit with the pricing documents:**

1. Is your company publicly listed / traded?
2. What year was your company established?
3. If your firm is privately held, who are the majority owners of the business?
4. Is your company a Small Business, Minority, Woman Owned, Veteran owned business?
5. If selected are you willing to provide a copy of your last 3 years of audited financial statements?
6. Please identify all certifications, awards, and any accreditations in your industry or from agencies.
7. How do you monitor the Quality of Work provided by your team? Include specific measurements.
8. Please describe the process your firm uses to monitor customer satisfaction and how you provide feedback to your employees during and after assignments?
9. Please describe your procedures for taking corrective action when customers express dissatisfaction with deliverables?
10. Please include at least 3 – 5 examples of monthly reports and formats available for reporting the weekly and monthly call activity, escalation routing, and statistics.

**Attachment "B" - [Approximate Current Fleet with Estimates on Mileage]**

COLUMBIA COUNTY BOARD OF COMMISSIONERS REQUEST FOR PROPOSALS (RFP) Project Name:  
Management and Financing of the Columbia County Vehicle Fleet

**Columbia County Fleet Replacement Worksheet**

Vehicle #	Department	Year	Make/Model	Current Odometer	Assigned Category	Recommended Replacement Year	New Replacement Category	Notes
1HVBBAAAM3TH369784	Traveling Library	1996	Freightliner International	107,769	Bus	2016	Freightliner Route Star Walk-in Bookmobile	
1B7KF26Z3TS697150	Maintenance	1996	Dodge 4x4 Tk	109,470	3/4 Ton Pickup Reg 4x4	2016	3/4 Ton Pickup Reg 4x4	
2G1WF52E5Y9329060	Tax Claim	2000	Chev. Impala	206,602	Full-size Sedan	2016	Full-size Sedan	
2G1WF55K919124557	Adult Prob.	2001	Chev. Impala	160,815	Full-size Sedan	2016	Full-size Sedan	
1G2NE52F62C266022	CYS	2002	Pontiac Grd.Am	195,685	Full-size Sedan	2016	Full-size Sedan	

2G1WF55K359314330	Prison	2005	Chev. Impala	152,680	Full-size Sedan	2016	Full-size Sedan	
2G1WF55K959314185	Prison	2005	Chev. Impala	166,600	Full-size Sedan	2016	Full-size Sedan	
2G1WB58K069298502	CYS	2006	Chev. Impala	228,524	Full-size Sedan	2016	Full-size Sedan	
1FTZR15E41TA74903	Maintenance	2001	Ford Ranger	99,811	Compact Pickup Reg 4x4	2017	Compact Pickup Reg 4x4	
1FDWE35L05HA24724	Maintenance	2005	Ford Econo.Tk.	36,824	1 Ton Pickup Reg 4x4	2017	1 Ton Pickup Reg 4x4	
2FMZA41695BA75253	Juvenile Prob.	2005	Ford Van	94,046	Full-size Van-Passenger	2017	Full-size Van-Passenger	
2G1WS551569431704	CYS	2006	Chevy Impala	87,932	Full-size Sedan	2017	Full-size Sedan	
3GNGK26U56G236833	EMA	2006	Chev.Suburban	50,160	Full Size SUV 4x4	2017	Full Size SUV 4x4	
2G1WS583489177483	Sheriff	2008	Chev. Impala	141,373	Full-size Sedan	2017	Full-size Sedan	
1FTNF21547EA35681	Maintenance	2007	Ford 250 Tk.	68,853	3/4 Ton Pickup Reg 4x4	2018	3/4 Ton Pickup Reg 4x4	
2G1WS553881335908	Sheriff	2008	Chev. Impala	108,361	Full-size Sedan	2018	Full-size Sedan	
1GAGG25K881144636	H/S	2008	Chevy Express	93,182	Full-size Van-Passenger	2018	Full-size Van-Passenger	
1FBNE31L99DA33865	Prison	2009	Ford Van	38,460	Full-size Van-Passenger	2018	Full-size Van-Passenger	
1FTWF3B52AEA35047	Maintenance	2010	Ford Tk	22,798	1 Ton Pickup Reg 4x4	2018	1 Ton Pickup Reg 4x4	
1FTLR1FE4APA04217	Maintenance	2010	Ford Ranger	26,456	Compact Pickup Reg 4x4	2018	Compact Pickup Reg 4x4	
2G1WD5EM1B1139206	Sheriff	2011	Chev. Impala	82,879	Full-size Sedan	2019	Full-size Sedan	
2G1WD5EM9B1139387	Sheriff	2011	Chev. Impala	40,427	Full-size Sedan	2019	Full-size Sedan	
2G1WD5EM8B1138571	Adult Prob.	2011	Chev.Impala	49,094	Full-size Sedan	2019	Full-size Sedan	
2G1WD5E33C1287513	Sheriff	2012	Chev. Impala	13,244	Full-size Sedan	2019	Full-size Sedan	
2G1WD5E3XC1157499	Juvenile Prob.	2012	Chev Impala	78,900	Full-size Sedan	2019	Full-size Sedan	
1FAHP2MK9DG196447	Adult Prob.	2013	Ford Taurus	22,530	Full-size Sedan	2019	Full-size Sedan	
1GCOKVCG2EF117826	Maintenance	2014	Chevy 2500	9,410	3/4 Ton Pickup Reg 4x4	2020	3/4 Ton Pickup Reg 4x4	
1FM5K8ARXEGC02351	Sheriff	2014	Ford Explorer	23,970	Mid Size SUV 4x4	2020	Mid Size SUV 4x4	
1FAHP2MK7EG166512	Sheriff	2014	Ford Taurus	12,373	Full-size Sedan	2020	Full-size Sedan	
1FM5K8AR7EGC15890	Adult Prob.	2014	Ford Explorer	8,982	Mid Size SUV 4x4	2020	Mid Size SUV 4x4	
2C4RDGBG5ER450061	CYS	2014	Dodge Caravan	16,120	Minivan-Passenger	2020	Minivan-Passenger	

2CRDGBBOXFR5710181	CYS	2015	Dodge Grand Caravan	3,880	Minivan-Passenger	2020	Minivan-Passenger	
1FAHP2MK5FG149256	Juvenile Prob.	2015	Ford Tarus AWD	8,199	Full-size Sedan	2020	Full-size Sedan	
1FDKF38F4SNA90028	Liquid Fuels	1995	Dump Tk	28,948	1 Ton Cab Chassis	Under-Utilized	1 Ton Cab Chassis	
1FDAF5HRXAEA35048	Liquid Fuels	2010	Ford Dump Tk	9,890	Med Duty Cab Chassis	Under-Utilized	Med Duty Cab Chassis	

**The undersigned certifies that to the best of his/her knowledge: (check one)**

( ) There is no officer or employee of Columbia County, who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.

( ) The names of any and all public officers or employees of Columbia County, who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) \_\_\_\_\_ IS or \_\_\_\_\_ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the County of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal RFP For **Management and Financing of the Columbia County Vehicle Fleet** and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

- (firm)
- (signature required)
- (print name)
- (title)
- (address)
- (phone no.)
- (fax no.)
- (federal tax id number)