

* MHQ

UNIFORM PRICING SHEET - Police Vehicle Bid

***** All respondents must include a completed copy of this sheet with their responses *****

Although you may provide additional details within your response to this RFP, please complete the information below in aggregate so that the RFP review committee can ascertain your total cost for the project and any deviations you have proposed to our specifications.

COSTS

\$ 30,085.90 Total cost of vehicle

\$ _____ Total cost of labor

\$ 8,277.44 Total other costs (please explain: UPFIT Items - includes Labor)

\$- N/A Trade-in Value

\$ 38,363.34 GRAND TOTAL COST

DEVIATIONS FROM SPECIFICATIONS

Please highlight any deviations you are proposing from the included specs.

Name of Respondent: Stephen Anderson

Signature of Respondent: [Signature]

Date: 8/21/19

Dan Kelley

From: Jordan Gaudet
Sent: Wednesday, September 04, 2019 9:39 PM
To: Nate Rudy
Subject: Cruiser

Nate,

While preparing the budget last year we were given information that items such as the prisoner partition would carry over into the newer body style Ford interceptor but unfortunately this was misinformation from our local Ford dealership. After speaking with some manufacturers, it was indicated that they would not carry over because of the bigger vehicle dimensions.

After looking into the purchase moving forward it was discovered that if we could locate a 2019 left over that equipment could be transferred. After some extensive leg work, we were able to locate a 2019 left over in Massachusetts at Municipal Headquarters (MHQ) I have dealt with them before and have had great success based on past experiences, MHQ also offers upfit services. While dealing with the team at MHQ they have bent over backwards by putting a hold on a 2019 well beyond what they needed to. MHQ has prepared a quote for a new 2019 Ford interceptor with a complete upfit. We will need to install graphics and few other components once we receive the car such as a computer and modem as that needs to be programmed through our IMC IT department. But once we receive the car from MHQ it will be road ready making MHQ a one stop shop.

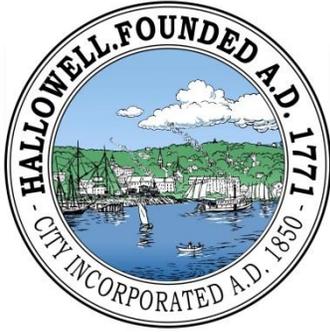
Moving forward we will not need another vehicle next fiscal year so it will allow us much more time once it comes time to request a replacement vehicle to find the best source for prices on new equipment as the new body style will have been out for some time. Based on the newly implemented fleet management plan and Fords track record for changing body styles we should have the new style platform for some years to come thus making transitions in the future financially feasible.

If you have any more questions regarding our cruiser purchase, please do not hesitate to reach out.

Jordan Gaudet
Sergeant
Training Coordinator, Department Armorer

Hallowell Police Department
1 Winthrop Street
Hallowell, ME 04347-1318
Telephone: (207) 622-9710 ext.210
FAX: (207) 623-7147

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CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

NATE RUDY, CITY MANAGER

TEL: (207) 623-4021, Ext. 203; FAX (207) 621-8317

REQUEST FOR PROPOSALS FOR ONE NEW POLICE PATROL VEHICLE

Issued: August 21, 2019 | Due: September 2, 2019

I. SCOPE OF THE REQUEST FOR PROPOSAL

A. Introduction and Background

The City is seeking proposals for a 2019 Ford Utility Police Interceptor, #K8A, AWD, 4 door.

The City of Hallowell is a service-center community located in Kennebec County in central Maine. Located along the scenic Kennebec River, Hallowell is home to 2,400 people and features an historic downtown with a thriving art and music culture, charming historic neighborhoods, a waterfront boardwalk, walking trails in natural environments, and pastoral farmland and rural landscapes.

B. Scope of Work

Any firm selected by the City, or its authorized staff and committees, pursuant to this RFP will be required to enter into a not-to-exceed contract to provide the following goods:

Purchase of: (1) 2019 Ford Utility Police Interceptor AWD 4 door, Black exterior.

C. Timeline for Selection & Project Completion

August 23, 2019:	Questions/clarifications regarding RFP due
August 30, 2019:	Addenda issued, if needed, by 5:00 PM (via City website only)
September 3, 2019:	Submissions due by 4:00 PM
September 6, 2019:	Submissions reviewed, interviews conducted; recommended Contractor contacted, contracted negotiated
September 9, 2019	Contract awarded by City Council at its regular meeting
September 10, 2019:	Contract for Services Signed
September 13, 2019:	Date by which goods must be furnished to City specifications

II. GENERAL INSTRUCTIONS

AUTHORITY: This Request for Proposal (“RFP”) of offers for furnishing of goods is issued in accordance with the City Charter, the Revised Ordinances of the City of Hallowell (1997), and the purchasing policy of the City of Hallowell, Maine (“the City”).

SCOPE: The terms of this RFP apply in like force to this proposal submission process and to any subsequent contract resulting therefrom.

PAYMENT: Payments to be made by the City will be made by authorized personnel only.

COLLUSIVE SUBMISSIONS: The Contractor’s signature on its submission is a representation by the Contractor that the submissions have been made without collusion with other eligible contractors or any other persons or entities in a manner that will disadvantage the City from selecting a Contractor in its best interest, in acquiring the desired goods, and in obtaining the lowest possible competitive price. Submissions shall be signed by the person or persons legally authorized to bind a Contractor to a contract.

SPECIFICATIONS: Contractors must submit a proposal in accordance with the terms and conditions and the scope of services set forth in this RFP.

INVESTIGATION: Contractors submitting proposals shall make all investigations necessary to inform themselves regarding the goods requested under this RFP and any resulting contract(s). By submitting a proposal, a contractor represents that it has read and fully understands this RFP and any addenda thereto. The failure of any Contractor to receive or examine any form, instrument, or document shall in no way relieve such Contractor of its obligations under any contract that might result from this RFP.

CLARIFICATION OF RFP: Contractors who request a clarification of the RFP requirements must submit questions in writing to Eric L. Nason, Chief of Police, in the manner and by the deadline specified in Section I.C. of this RFP, or present them orally at a scheduled pre-submission conference, if one has been scheduled. All written questions must be received by the City no later than the date or time stated herein. The City or its authorized staff and committees will issue a response in the form of an addendum to the RFP if a substantive clarification is necessary. Oral instructions or information concerning this RFP provided by the City or its employees and agents to prospective contractors shall not bind the City or its committees.

ADDENDA: Any change to this RFP shall be made by written addendum issued by the deadline specified in Section I.C. of this RFP. The City is not responsible for any explanation, clarification, response or approval made or given in any manner except by authorized addendum.

SUBMISSIONS: All submissions in response to this RFP shall be filed with the City in person or via mail (USPS, FedEx, UPS, etc.) at: Eric L. Nason, City of Hallowell, Attn: Police Vehicle Bid RFP, 1 Winthrop Street, Hallowell, ME 04347. **2 hard copies of the proposal must be submitted.**

COST OF PREPARING PROPOSAL: This RFP does not commit the City to pay any costs incurred by a contractor in preparing its submission in response to this RFP.

AWARD: All contracts which are based on this RFP will be awarded according to the provisions in the RFP to the Contractor that is perceived best fulfill the City's needs. The City and its authorized staff and committees reserve the right to reject any or all submissions, wholly or in part, or to award multiple contracts in whole or in part, to negotiate with any qualified Contractor, and to accept any proposals that are deemed to be in the best interest of the City, which may not necessarily provide the lowest costs if the cost is outweighed by other important considerations, all at its sole discretion. The City reserves the right to reject the submissions of a Contractor who has previously failed to perform properly or to complete on time contracts of a similar nature. The City also reserves the right to reject submissions from a Contractor if an investigation shows that the Contractor is not in a position to perform the contract. The City and its authorized staff and committees also reserve the right at its sole discretion to waive any deviations or errors that are not material, do not invalidate the legitimacy of the qualification, and do not improve the Contractor's competitive position. All awards will be made in a manner deemed in the best interest of the City.

LICENSES: A successful contractor that is awarded a contract for services under this RFP shall be responsible for obtaining and maintaining any and all necessary licenses, permits and authorizations to perform work in the United States, State of Maine and the City, at no cost to the City.

WITHDRAWAL/CANCELLATION: This RFP is not a commitment by the City to enter into a contract for goods with any particular entity or Contractor. The City reserves the right, in its sole discretion, to withdraw this RFP at any time prior to entering into such a contract and/or to reissue the RFP at a later date, if in the City's sole estimation it is in the best interest of the City to do so. The City or its authorized staff or committees reserve the right to modify, revise or cancel this RFP, at its sole discretion without liability to any Contractors. The receipt and review of submissions or the completion of interviews do not obligate the City or its authorized staff or committees to award a contract.

LATE SUBMISSIONS: Submissions received after the scheduled closing time for filing may be rejected by the City and its authorized staff and committees, without liability to a contractor. Contractors assume all responsibility for timely submissions in accordance with this RFP. The City and its authorized staff and committees shall have no obligation to consider late-filed submissions.

CONFLICT OF INTEREST: A contractor submitting a proposal thereby certifies that no elected or appointed official, agent or employee of the City who has a pecuniary interest in this RFP has participated in the preparation of this RFP or contract negotiations; that the proposal is made in good faith without fraud; that the contractor is competing solely on its own behalf without connection or obligation to any undisclosed person or firm and that the contractor (including all subcontractors) is able to furnish all the goods specified in this RFP without any conflict of interest. Contractors must disclose if any City official has a

pecuniary interest in the Contractor being awarded the contract. A breach of this provision shall be deemed an anticipatory breach under the terms of any contract issued in accordance with the RFP.

AUDIT REQUIREMENTS: A contractor that is awarded a contract under this RFP shall maintain such records as are required by the City in order to allow the City to fulfill its reporting requirements to the State of Maine or other agencies. A successful contractor shall allow the City or other agencies authorized by the City, access to its records at reasonable hours, including all books, records, documents, and accounting procedures and practices relevant to the subject matter of the contract documents, for purposes of audit, for a minimum of six years.

GOVERNING LAW AND VENUE: This RFP and any resulting contract(s) shall be interpreted and governed by the laws of the State of Maine without regard to its conflicts of law provisions. Any legal action or proceeding involving this RFP or resulting contract shall be venued in Kennebec County, Maine. By submitting a proposal to this RFP, a Contractor waives any objections that such jurisdiction is improper or inconvenient.

III. PROPOSAL PREPARATION AND SUBMISSION

A. RFP Clarification

Questions and requests for clarification regarding this RFP must be directed via email to the person listed. The deadline for initiating such questions and/or clarifications is specified in Section I.C. of this RFP. Addenda will be issued, as needed, no later than the date specified in Section I.C. of this RFP solely through the City website at <http://www.hallowell.govoffice.com/>

Refer written questions to:
Eric L. Nason, Chief of Police
ericnason@hallowellmaine.org

B. Pre-Submission Conference

N/A

C. Proposal Format

Submissions (2 copies) must be submitted to the City at the address above and at the time and date specified in section I.C. Submissions must include the price sheet contained within this proposal package.

Hard copies must be doubled-sided, bound only with a clip without notebooks, binding, or plastic covers. Submissions may be accompanied by an electronic copy on a flash disk or on a CD-ROM to facilitate wider distribution. Adobe Acrobat/PDF format is strongly preferred.

It is the proposer's responsibility to ensure that submissions are received prior to the specified closing date and time. Submissions received after the specified closing date and/or time may not be considered. The City shall not be responsible for the proper identification and handling of any submissions.

By submitting a proposal, a proposer is accepting the General Instructions of the RFP (reference Section I of the RFP).

D. Required Proposal Content

The proposal must include the following information supporting the respondent's expertise in providing the required services:

1. Company representatives and contact information, including the name(s) of the person(s) authorized to represent the company in any negotiations; name(s) of the person(s) authorized to sign any contract that may result; contact person's name, mailing or street address; telephone and facsimile numbers; and e-mail address(es).
2. The name(s) and resume(s) of the company's representative(s), both primary and backup, who will be responsible for providing any future customer service for the furnished goods.
3. Company history and experience in providing the requested goods, as described in the scope of work.
4. A not-to-exceed price.
5. The proposal must be signed by the person submitting the proposal or a duly authorized representative of the firm submitting the proposal. The signature shall include the title of the individual signing the proposal.

IV. EVALUATION AND ASSESSMENT OF PROPOSAL

The City will evaluate and rank the written submissions. The following qualifications and standards are examples of anticipated considerations:

Scope of Proposal: Does the proposal offer to furnish the desired goods?

Assigned Personnel: If needed do the people who will provide any future customer service / warranty service for the furnished goods have the necessary skills?

Availability: Can the goods be furnished in the timeframe required?

Cost: Is the cost competitive for the furnished goods? Is the total not-to-exceed budget reasonable?

Capability and Experience: Does the respondent have the support capabilities, including personnel and equipment, and the financial viability to provide future customer service

and maintenance, as provided under warranty? Has the respondent successfully completed previous projects of this type and scope?

The City may in its sole discretion, also consider additional factors.

Equal Opportunity Employment: Selection will be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City is an Equal Opportunity Employer and encourages submissions from qualified minority and women-owned businesses.

V. PROPOSAL ACCEPTANCE

All proposals shall remain firm, irrevocable and subject to acceptance for at least 90 calendar days after the submission deadline. The final contract proposal is subject to City Council approval. The City shall issue a Notice of Award to the successful bidder setting forth the goods to be furnished and the total not-to-exceed price agreed to for contract completion. The City will thereafter deliver to the successful bidder a purchase order for the goods to be furnished. The successful bidder shall return the executed contract to the City, with all required attachments, in the time specified by the City. After obtaining final reviews, the City will deliver one fully executed counterpart of the contract to the successful bidder.

The City reserves the right to reject any or all of the submissions and to waive any deviations or irregularities at its sole discretion. Any submissions received after the deadline may be rejected.

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COSTS

\$ _____ Total cost of vehicle

\$ _____ Total cost of labor

\$ _____ Total other costs (please explain: _____

\$- ___N/A___ Trade-in Value

\$ _____ **GRAND TOTAL COST**

DEVIATIONS FROM SPECIFICATIONS

Please highlight any deviations you are proposing from the included specs.

Name of Respondent: _____

Signature of Respondent: _____

Date: _____