

REQUEST FOR PROPOSAL

SEDA-Council of Governments
Professional Vehicle-Fleet Management Services

Proposal Submittal Deadline
Tuesday, December 12, 2017 at 2:00 p.m.

Proposals Solicited by:

SEDA-Council of Governments
J. Michael Fisher
201 Furnace Road
Lewisburg, PA
570-524-4491
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Section I: Background

The SEDA-Council of Governments (SEDA-COG) is seeking to implement a vehicle management program that will improve the overall maintenance and replacement of the SEDA-COG Weatherization Program vehicles and potentially of other SEDA-COG vehicle fleets, as well. It is the intent of SEDA-COG to engage a company with specialized expertise and familiarity with industry best practices to provide an ongoing analysis and a long-term strategy for the maintenance of SEDA-COG’s vehicle fleet, as well as an open-ended lease finance procurement process for the replacement of fleet vehicles. SEDA-COG wishes to recognize cost savings through the reduction of costly repairs associated with its aging fleet, increase efficiency in terms of fuel and technology that comes with newer vehicles, enhance staff safety, and create an ongoing consistent manageable centralized vehicle fleet budget.

Initially SEDA-COG wishes to replace five (5) Weatherization fleet vehicles with the target to replace the remaining 15-20 vehicles over the next five (5) years.

Section II: Contacts

Inquiries concerning any aspect of this RFP and potential contract award should be directed to:

Primary Contact: J. Michael Fisher, Chief
Weatherization and Housing Programs
201 Furnace Road
Lewisburg, PA
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mfisher@seda-cog.org

Secondary Contact: Amanda Owens, Administration Manager
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Section III: Key Dates

RFP Release Date: November 29, 2017
Firms Submit Written Copies of Response December 12, 2017, 2:00 p.m.
SEDA-COG Reviews Proposal Week of December 14, 2017
SEDA-COG Interviews Qualified High Scoring Proposals (if needed) Week of December 18, 2017
SEDA-COG Selects Desired Contractor/Contract Negotiation Begins..... Week of December 18, 2017

Section IV: Scope of Services

The scope of services will focus on the replacement of SEDA-COG’s Weatherization fleet, but management may elect to pursue other replacement vehicles for other SEDA-COG Programs at their discretion.

Fleet Analysis and Strategy

1. Proposals shall provide an analysis for SEDA-COG Weatherization Program fleet vehicles over a five (5) year period.
2. Proposals shall include a list of required data and a method of collecting such data for ongoing fleet analysis.
3. Proposals shall provide a breakdown of a fleet replacement strategy in detail.
4. Proposals shall include the criteria considered in developing the vehicle replacement strategy.
5. Proposals shall provide detailed explanation of any software/and or reporting tools utilized in analyzing the fleet or implementing the replacement strategy.

NOTE: SEDA-COG may elect to liquidate, on their own, part or all of the current Weatherization fleet inventory that is under their ownership or that of another funding source that is the title holder.

Fleet Replacement Process

1. Proposals shall provide a detailed description of its open-ended lease procurement process for replacement vehicles.
2. Proposals shall provide a detailed description of vehicle pricing structure, including applicable government incentives/discounts and all applicable fees. Note: SEDA-COG is exempt from sales tax on all vehicles registered to SEDA-Council of Governments.
3. Proposals shall provide a detailed description of its open-ended lease vehicle financing structure, including the benchmark for interest rate, vehicle depreciation rate, and basis for calculations for residual book value and market value.
4. Proposals shall include proposer's insurance requirements as condition of financing the vehicles. SEDA-COG reserves the right to insure financed vehicles through a carrier of their choice.
5. Proposals shall include proposer's ability to sell vehicles in SEDA-COG's current fleet as provided in Appendix A.

Section V: Additional Criteria

1. For evaluation purposes, prices offered must be firm for five (5) immediate replacements, fixed prices not subject to change during financing period. Include all applicable fees and charges in the monthly price, including end of financing inspection fees. Include open-ended financing proposal with no mileage restrictions.
2. Proposers should indicate any adjustments for future year pricing, may propose other pricing options and should clearly indicate all applicable fees.
3. SEDA-COG plans to sign a master lease-financing program for use by all departments and develop an ordering process with the successful bidder; SEDA-COG's designee will work with the departments to facilitate the choice of an appropriate vehicle, options and financing term necessary for each vehicle financed.

4. Proposer 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). Sixty (60) days prior to the end of the term the Proposer 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.
5. Vehicle warranty will be bumper to bumper for a minimum of three years or 36,000 miles, or the manufacturer's warranty whichever is longer.
6. Define reporting capabilities including monthly management reports, comprehensive invoicing, maintenance notification, and electronic capabilities.
7. Proposers shall identify vehicle maintenance facilities by name, address and telephone number located within 25 miles of Lewistown Borough, Mifflin County and Lewisburg Borough, Union County.
8. Vehicle Quantities and Locations: SEDA-COG Fleet targeted to be satisfied by this contract consists of approximately five (5) to forty (40) vehicles. THIS IS A NON-GUARANTEED AMOUNT CONTRACT, SEDA-COG reserves the right to order any amount of vehicles and any additional services it deems in the best interest of SEDA-COG.
9. Vehicles shall be registered to SEDA-Council of Governments, vehicles shall have MG plates following delivery and acceptance by SEDA-COG.
10. 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 Weatherization Fleet Vehicles shall have the following features:

- All to be new from factory.
- Minimum 3 key sets per vehicle.
- Vehicles shall be registered to SEDA-Council of Governments
- Air Conditioning.
- To the extent possible, each vehicle should be best in class for fuel efficiency.
- Exterior color shall be white.
- All up-fit under \$5,000/vehicle should be included in the financing. More complicated up-fit packages will be negotiated with the successful Contract: SEDA-COG is willing to purchase up-fit packages over \$5,000 at beginning of the financing plan.
- Global Positional systems capabilities (GPS).
- Trailer Package to tow 7,000 GVWR.
- Initial delivery shall include four (4) Ford Transit Cargo Vans or equivalent and one (1) Ford F-120XL 4X4 Super Cab Pick Up or equivalent Truck with Deluxe Commercial grade cap with side door and rear double full doors.

Note: All vehicles shall also be equipped with shelving units, ladder rack, and conduit tubes.

Section VI: Proposal Content

Letter of Transmittal:

On company letterhead prepare a letter of transmittal briefly stating the firm understands the scope of services requested, meets all qualifications and intends to achieve the objectives of the RFP. Any exceptions to requirements listed in SEDA-COG's RFP must be clearly identified in the letter. The letter must indicate that all information attached is true and complete. The letter must be signed by

an authorized representative of the firm, and an affirmative statement confirming such shall be included in the letter.

Firm Profile:

The proposal shall include, at a minimum, the following information regarding the firm profile:

1. Office address, main telephone number and website address for primary business location, as well as local office information, if applicable;
2. A brief overview of your firm's history and organizational structure;
3. If incorporated or a limited liability company, the State and date of incorporation.
4. A list of all certifications, awards, and any accreditations in your industry; and
5. Describe the firm's experience within our local and regional market.

Qualifications and References Documentation:

The proposal shall include, at a minimum, the following information regarding qualifications and references:

1. Proof that the firm meets the following minimum qualifications:
 - Five years of experience providing the same or similar services;
 - Extensive knowledge of the industry;
 - Experience working with governmental agencies in Pennsylvania;
 - Possess integrity and have a high sense of professional ethics; local level involvement and a "no surprises" approach.
2. The names, addresses, phone numbers, and email addresses of four (4) client references including three (3) government clients who received similar services to those described herein.

Response to Scope of Services and Requirements

The proposal shall include, at a minimum the details relevant to the information reference in Section IV, entitled Scope of Services and V, entitled Additional Criteria, and shall also include the following information:

1. Name of at least two (2) designated representatives who will be assigned to work with SEDA-COG on the proposed services, including their direct office phone number, cellular phone number and email address.
2. Four copies of all proposed forms to be used, including but not limited to master lease agreements, ordering documentation, invoices, financing agreements, vehicle return book value calculation forms, and any other forms of contract terms, etc.
3. Identify where the Firm might expect to use subcontractors, describing the services and roles that each subcontractor might assume in providing services.
4. Include MBE/WBE certifications if applicable and list potential MBE/WBE subcontractors.

Costs

Proposals must include a detailed breakdown of all costs associated with services provided, procurement process, and financing arrangement.

Section VII: Evaluation and Selection Process

Evaluation Criteria

The following criteria will be used in evaluation of each proposal:

1. Technical Expertise and Experience (30 points)
 - The firm's qualification and experience in performing similar services to municipalities, counties, and Council of Governments in Pennsylvania.
 - The clarity and completeness of the proposal and the time demonstrated understanding of the Scope of Services.
2. Fleet Analysis and Strategy (30 points)
 - Techniques for collection and analyzing fleet data
 - Strategy developed for ongoing fleet management in the best interest of SEDA-COG
 - Projected costs savings to SEDA-COG
3. Fleet Replacement Process (30 points)
 - Efficiency of process to procure replacement vehicles
 - Structure of procurement process
 - Projected cost savings to SEDA-COG
4. Costs (10 points)
 - Clarity of programs pricing and financing structure
5. MBEWBE (up to 5 extra points)
 - Extra points will be awarded to those who are or have select certified MBE/WBE Subcontractors.

Selection Process

SEDA-COG may exercise the option to schedule interviews to further ascertain the firm's experience and level of capacity. While not required, SEDA-COG reserves the right to conduct discussions with firm(s) obtaining "best and final offers" following the evaluation and scoring of all proposals. To obtain best and final offers, SEDA-COG may do one or more of the following:

1. Request oral presentations
2. Request revised proposal or
3. Enter into pre-selection negotiations.

Appendix A

License No.	VIN No.	Title No.	Year	Make – Model	GVW	Funding Source	License Type	Odometer Reading	Status
96216-MG	1GCZGFBA9A1150132	68565308301 SE	2010	Chevy Express Van	8,600	SEDA-COG	Municipal	182,378	REPLACE NOW
MG-1716F	1GCGG25C891137753	67847295501 SE	2009	Chevy Express Van	8,600	SEDA-COG	Municipal	233,895	REPLACE NOW
MG-2718D	1GCGG25V261236582	63825711701 SE	2006	Chevy Express Van	8,600	LIHEAP	Municipal	223,886	REPLACE NOW
MG-3398E	1GDHG31U761125819	62703670903 SE	2006	GMC Savana Van	7,300	SEDA-COG	Municipal	168,433	REPLACE NOW
YBM-2026	1GCGG25V061105425	62898587801 SE	2006	Chevy Express Van	9,600	SEDA-COG	Truck	227,296	REPLACE NOW
98911-MG	1FMEU73EX9UA41795	67895979003 SE	2009	Ford Explorer	n/a	SEDA-COG	Municipal	55,926	Replace at future date
98912-MG	1GNNT13S582157431	69416116202 SE	2008	Chevrolet Trailblazer SW	n/a	SEDA-COG	Municipal	66,915	Replace at future date
MG-1715F	1GCGG25C291165998	67847292701 SE	2009	Chevy Express Van	8,600	SEDA-COG	Municipal	91,088	Replace at future date
MG-1717F	1GCGG25C591122028	67847316801 SE	2009	Chevy Express Van	8,600	SEDA-COG	Municipal	153,384	Replace at future date
MG-2501F	1GCZGFBA4A1130435	68049081001 SE	2010	Chevy Express Van	8,600	ARRA	Municipal	100,974	Replace at future date
MG-2502F	1GCZGFBA6A1130582	68049093001 SE	2010	Chevy Express Van	8,600	ARRA	Municipal	169,992	Replace at future date
MG-2503F	1GCZGFBA5A1131383	68049112801 SE	2010	Chevy Express Van	8,600	ARRA	Municipal	129,772	Replace at future date
MG-2504F	1GCZGFBA0A1130609	68049118401 SE	2010	Chevy Express Van	8,600	ARRA	Municipal	166,201	Replace at future date
MG-2505F	1GCZGFBA3A1131043	68049123501 SE	2010	Chevy Express Van	8,600	ARRA	Municipal	106,524	Replace at future date
MG-2506F	1GCZGFBA1A1130232	68049131401 SE	2010	Chevy Express Van	8,600	ARRA	Municipal	147,545	Replace at future date
MG-3279F	3GCAAADB6AS580299	68131790001 SE	2010	Chevy HHR Truck	4,240	ARRA	Municipal	99,285	Replace at future date
MG-3353F	3GCAAADB0AS578354	68211327401 SE	2010	Chevy HHR Truck	4,240	ARRA	Municipal	105,336	Replace at future date
YJY-5497	1GCSGAFX3B1106700	69169157601 SE	2011	Chevy Express Van	7,000	SEDA-COG	Truck	114,631	Replace at future date
YNZ-9669	1GCGG25U251135306	61250522001 SE	2005	Chevy Express Van	8,600	SEDA-COG	Truck	166,281	Replace at future date
YNZ-9687	5T4GP41W323339334	61603116301 SE	2002	GMC Workhorse Step Van	8,600	SEDA-COG	Truck	98,849	Replace at future date
YYG-0360	1GBDV13L36D144355	67156356002 SE	2006	Chevrolet Uplander Van	5,000	SEDA-COG	Truck	144,212	Replace at future date