



Request for Proposal

Purchase or Lease Vehicle(s) per Specifications

RFP #: PS-16-01

Proposals must be received by the City Clerk, City of Barstow City Hall at 200 E. Mountain View Street, Suite A, Barstow, California 92311 no later than;

PROPOSAL DUE: Tuesday, June 21, 2016
TIME DUE: 4:00 p.m.

Envelope(s) shall be sealed and marked;
"Purchase or Lease Vehicle(s)"

**For Proposal Packets, Technical and RFP
Questions, contact;**
Michael Brown, Public Services Administrator
Email: mbrown@barstowca.org
Telephone: (760) 255-5156
Fax: (760) 256-1750

Submit Proposal to:
City Clerk's Office
220 E. Mountain View Street, Suite A
Barstow, CA 92311

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NOTICE OF INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that sealed bids will be received at the office of the City Clerk, 220 East Mountain View Street, Barstow California, until 4:00 p.m. (local) on June 21, 2016, for the purchase or lease of four (4) vehicles as specified; with the option to purchase or lease all, some, or one.

OBTAINING RFP DOCUMENTS AND REGISTRATION:

The RFP documents may be downloaded via the internet at www.barstowca.org (go to Business, Bid Opportunities/Request for Proposals). If you are interested in submitting a proposal, it is **IMPERATIVE** that you contact the Engineering Services Division by email dgonzales@barstowca.org to **Officially Register as a Proposer for this specific project** with your company name, address, phone, fax, contact person and email address. **Register by June 13, 2016, 4:00 p.m.** by using the registration form provided. Failure to officially register may result in not receiving addendums(s) to the RFP. Failure to acknowledge addendums to the RFP may render your proposal as non-responsive.

It is the responsibility of the bidder to insure bids are in the custody of the City Clerk by the designated time and due date. Bids received after the stated bid period, bids submitted via Fax, and bids submitted by electronic format (e-mail), **shall not** be accepted. Furthermore, bid package(s) submitted via Federal Express, UPS, or Other carrier service should be enclosed in an envelope marked "Purchase or Lease Vehicle(s)" and placed in the normal carrier envelope. Bidders utilizing mail and carrier services are responsible to insure the bids are received prior to the designated time and due date.

Bids shall be submitted with no exceptions to the specifications, except as hereinafter set forth. All bids shall be submitted on the bid form provided. Bidder shall also include an itemized list displaying equipment model, standard or optional equipment items bid in accordance with the specifications. Prices for these equipment items need not be displayed unless stated within specifications for a particular unit.

The contract documents shall be comprised of: Notice to Bidders, The Specifications, Addendums, and the Bid Form. Acceptance of a bid by the City Council as evidenced by the signature of the Public Services Administrator on the Bid Form and /or issuance of a City Purchase Order, shall constitute a contract with the successful bidder for delivery of the specified vehicle(s) and equipment at the bid price and within the delivery date stated, consistent with the following paragraph.

The vehicle and equipment shall be DELIVERED; F.O.B. to the City of Barstow Corporation Yard located at 900 Avenue H, Barstow, CA 92311. The delivery date shall be within 120 calendar days or as stipulated because of build options of the bid award. When the Public Service Administrator is satisfied that the vehicle(s) and equipment as delivered, are in accordance with the specifications, that all specified equipment is installed and in proper operating condition, he shall indicate this by his signature on a form to be provided. No payment, initial or total, shall be made until such evidence of acceptance is provided.

The normal manufacturer's warranty shall apply to the item(s) and all installed equipment. Said warranty shall be in force immediately upon acceptance of the vehicle and equipment specified. The City of Barstow shall have the option of paying for the vehicle(s) and equipment by lease schedule or in a single payment at or about the time of acceptance of the vehicle and equipment. In connection with any discount offered, time will be computed for the date correct invoices are received in the office of the Public Services Division if the latter date is later than the date of delivery. Payment will be deemed to be made, for the purpose of earning discounts, on the date of the Mailing of the City's warrant.

Reservations or Rights by the City

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, to reject any RFP without indicating a reason for such rejection, or to negotiate with any or none of the respondents. As a function of the negotiation process, the City reserves the right to remedy technical errors,

modify the published scope of services, and approve or disapprove the use of all sub consultants. In addition, this RFP does not commit the City to negotiate a contract. The issuance of this RFP does not constitute an agreement by the City that any subsequent selection processes will occur, or that any contract will be entered into by the City. Statements and other materials submitted will not be returned unless portions of submittals are designated as proprietary at the time of submittal and requested to be returned.

The City has the right to use any or all ideas or concepts presented in any proposal or interview without restriction, and without conversation with the proposers. As a corollary, selection of a consultant does not constitute City acceptance of all of the particulars of its RFP.

Bidders are urged to contact the Public Services Administrator at once, if the specifications are such as to preclude a particular manufacturer from submitting a bid. If modifications to the specification(s) appear in order, any such modification will be circulated to all specification holders prior to the time set for the opening of the bids through an addendum.

Bidders are advised that this solicitation seeks for new 2016 or newer model year units. The City, in its discretion, may award the contract to other than the lowest responsible respondent. The equipment or vehicle's delivery date will also be considered during the bid evaluation process.

Proposers, their representatives, agents or anyone else acting on their behalf, are specifically directed NOT to contact any city employee, commission member, committee member, council member, or other agency employee or associate for any purpose related to this RFP other than as directed below. Contact with anyone other than as directed below may be cause for rejection of a proposal.

ANY questions, technical or otherwise, pertaining to this Request for Proposal **must be submitted by June 13, 2016, 4:00 P.M., IN WRITING and directed ONLY to:**

Michael Brown
mbrown@barstowca.org
City of Barstow
Public Services Division
900 Avenue H, Barstow, CA 92311
Telephone: (760)255-5140

PROPOSALS TO REMAIN OPEN: The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 90 calendar days from the due date of the proposal. The receiving time in the City Clerk's office will be the governing time for acceptability of Proposal. Telegraphic, electronic, and telephonic proposals will not be accepted. Late proposals will be returned unopened.

DECLARATION OF POSTING

I declare under penalty of perjury that I am employed by the City of Barstow, in the City Clerk's Office; and that I posted the foregoing public notice on the bulletin at the entrance to City Hall, 220 E. Mountain View Street, Barstow, CA and on the City's website on June 8, 2016.

Signed June 8, 2016, at Barstow, CA


JoAnne Cousino, City Clerk



Specifications 1 – 3

1.0 Vehicle Specification 1

Purchase or lease of 1, 2016 or newer 4x2, 1 ton (14,000 GRVW) Crew Cab Chassis with an eight-foot service body with a lift gate.

Required specifications are as follows:

TYPE/WARRANTY

- Quantity of one, 2016 or newer
- (14,000 GRVW) or higher
- Base model crew cab
- Color white
- Manufacturer's standard warranty is to apply. Minimum of 3yr/36,000 mile

POWER TRAIN

- Gasoline engine 6.0 Liter or greater
- 6-Speed auto transmission
- Dual rear wheels with limited slip rear

INTERIOR

- HD Vinyl split bench seat
- Vinyl floor (no carpet)
- AM/FM radio

EXTERIOR

- Spare tire with wheel
- Exterior back up alarm

PACKAGES

- Trailer tow package
- Heavy duty cooling
- Heavy duty Alternator

UP-FIT

- Eight-foot service body
- Lift gate, 1300 lbs.

DEALER SUPPORT FOR BRAND TYPE

- Shall be located within 20 miles of Barstow City Limits by drivable roads
(Due to parts availability for maintenance and repair needs)

2.0 Vehicle Specification 2

Purchase or lease of 1, 2016 or newer 4x2, 1/2-ton Crew Cab Stand Bed Pickup Truck.

Required specifications are as follows:

TYPE/WARRANTY

- Quantity of one, 2016 or newer
- Base model crew cab
- Color white
- Manufacturer's standard warranty is to apply. Minimum of 3yr/36,000 mile

POWER TRAIN

- Gasoline engine 5.0 Liter or greater
- 5-Speed auto transmission (minimum)

INTERIOR

- HD Vinyl split bench seat
- Vinyl floor (no carpet)
- AM/FM radio
- Cruise Control

EXTERIOR

- Trailer tow mirrors
- Spare tire with wheel
- Standard bed

PACKAGES

- Trailer tow package
- Heavy duty cooling

DEALER SUPPORT FOR BRAND TYPE

- Shall be located within 20 miles of Barstow City Limits by drivable roads
(Due to parts availability for maintenance and repair needs)

3.0 Vehicle(s) Specification 3

Purchase or lease of 2, 2016 or newer 4x2, 1 ton (14,000 GRVW) Crew Cab Chassis with an eleven-foot steel flatbed stake side with lift gate.

Required specifications are as follows:

TYPE/WARRANTY

- Quantity of 2, 2016 or newer
- (14,000 GRVW) or higher
- Base model crew cab
- Color white
- Manufacturer's standard warranty is to apply. Minimum of 3yr/36,000 mile

POWER TRAIN

- Gasoline engine 6.0 Liter or greater
- 6-Speed auto transmission
- 160-176" wheel base
- Dual rear wheels with limited slip rear

INTERIOR

- HD Vinyl split bench seat
- Vinyl floor (no carpet)
- AM/FM radio

EXTERIOR

- Trailer tow mirrors
- Spare tire with wheel
- Exterior back up alarm

PACKAGES

- Trailer tow package
- Heavy duty cooling
- Extra heavy suspension
- Heavy duty Alternator

UP-FIT

- Flat-bed diamond plate
- Metal Stake side bed
- Lift gate, 1300 lbs.

DEALER SUPPORT FOR BRAND TYPE

- Shall be located within 20 miles of Barstow City Limits by drivable roads
(Due to parts availability for maintenance and repair needs)

BID FORM

Purchase or Lease Vehicle(s) per Specifications

The undersigned hereby bids as following to supply the City of Barstow, State of California, with the purchase or lease of vehicle(s) in accordance with the specification to wit:

Vehicle Specification 1 - Purchase

1.	Vehicle and Equipment (Each)	\$ _____
2.	Dealer discount for prompt payment / rebate	\$ _____
3.	Bid After Discount or Rebate (Each)	\$ _____
4.	State Sales Tax	\$ _____
	TOTAL BID PRICE FOR QUANTITY INDICATED:	\$ _____

Vehicle Specification 1 - Lease

1.	Vehicle and Equipment (Each Lease Payment)	\$ _____
2.	Dealer discount for prompt payment / rebate	\$ _____
3.	Bid After Discount or Rebate (Each Lease Payment)	\$ _____
4.	State Sales Tax	\$ _____
	TOTAL BID PRICE FOR QUANTITY INDICATED:	\$ _____

Delivery date: (120 days or less or as stipulated because of build time) _____

Company Name: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Date: _____ Prepared by: _____, Title: _____

In accordance with the specifications, the undersigned declares that the materials offered are in accordance with all requirements of the City of Barstow herein. Further, the undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named business.

AUTHORIZED SIGNATURE: _____ DATE: _____

Accepted by the Public Services Administrator, City of Barstow, State of California:

By: _____ Date: _____

Michael Brown, Public Services Administrator

BID FORM

Purchase or Lease Vehicle(s) per Specifications

The undersigned hereby bids as following to supply the City of Barstow, State of California, with the purchase or lease of vehicle(s) in accordance with the specification to wit:

Vehicle Specification 2 - Purchase

1.	Vehicle and Equipment (Each)	\$
2.	Dealer discount for prompt payment / rebate	\$
3.	Bid After Discount or Rebate (Each)	\$
4.	State Sales Tax	\$
	TOTAL BID PRICE FOR QUANTITY INDICATED:	\$

Vehicle Specification 2 - Lease

1.	Vehicle and Equipment (Each Lease Payment)	\$
2.	Dealer discount for prompt payment / rebate	\$
3.	Bid After Discount or Rebate (Each Lease Payment)	\$
4.	State Sales Tax	\$
	TOTAL BID PRICE FOR QUANTITY INDICATED:	\$

Delivery date: (120 days or less or as stipulated because of build time) _____

Company Name: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Date: _____ Prepared by: _____, Title: _____

In accordance with the specifications, the undersigned declares that the materials offered are in accordance with all requirements of the City of Barstow herein. Further, the undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named business.

AUTHORIZED SIGNATURE: _____ DATE: _____

Accepted by the Public Services Administrator, City of Barstow, State of California:

By: _____ Date: _____

Michael Brown, Public Services Administrator

BID FORM

Purchase or Lease Vehicle(s) per Specifications

The undersigned hereby bids as following to supply the City of Barstow, State of California, with the purchase or lease of vehicle(s) in accordance with the specification to wit:

Vehicle(s) Specification 3 - Purchase

1.	Vehicle and Equipment (Each)	\$ _____
2.	Dealer discount for prompt payment / rebate	\$ _____
3.	Bid After Discount or Rebate (Each)	\$ _____
4.	State Sales Tax	\$ _____
	TOTAL BID PRICE FOR QUANTITY INDICATED:	\$ _____

Vehicle(s) Specification 3 - Lease

1.	Vehicle and Equipment (Each Lease Payment)	\$ _____
2.	Dealer discount for prompt payment / rebate	\$ _____
3.	Bid After Discount or Rebate (Each Lease Payment)	\$ _____
4.	State Sales Tax	\$ _____
	TOTAL BID PRICE FOR QUANTITY INDICATED:	\$ _____

Delivery date: (120 days or less or as stipulated because of build time) _____

Company Name: _____

Address: _____

Telephone #: _____

E-mail Address: _____

Date: _____ Prepared by: _____, Title: _____

In accordance with the specifications, the undersigned declares that the materials offered are in accordance with all requirements of the City of Barstow herein. Further, the undersigned declares that he/she is authorized to enter into an agreement on behalf of the above named business.

AUTHORIZED SIGNATURE: _____ DATE: _____

Accepted by the Public Services Administrator, City of Barstow, State of California:

By: _____ Date: _____

Michael Brown, Public Services Administrator

Registration Form

To be officially registered as a Proposer for this specific project and to be assured of receiving all addendums and Request for Information (RFI's) responses the following information must be submitted to the City of Barstow via email at: dgonzales@barstowca.org. All RFI's must also be submitted via email to the stated email address above.

Register before June 13, 2016, at 4:00 p.m. Failure to officially register may result in not receiving addenda(s) to the RFP. Failure to acknowledge addenda to the RFP may render your proposal as non-responsive.

It is the Proposer's responsibility to verify that their firm is officially registered.

Company Name:

Mailing Address

Primary Contact Name:

Primary Contact email address:

Primary Contact phone number:

Secondary Contact Name:

Secondary Contact email address:

Secondary Contact phone Number

**ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM(S)
RFP#: PS-16-01**

Company/Organization: _____

Address: _____

I hereby acknowledge by signing this form, that our firm has receipt of all Addenda issued.

Signed

Date

Printed or Typed Name

Title