



## INVITATION TO BID

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### POLICE VEHICLE LEASING

**ITB No.: 20-03-15**

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#### RESPONSE SUBMISSION DATE AND TIME

APRIL 16, 2015 AT 3:00 PM (LOCAL TIME)

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AT

CITY OF NORTH MIAMI  
OFFICE OF THE CITY CLERK  
CITY HALL, 1<sup>ST</sup> FLOOR  
776 NE 125<sup>TH</sup> STREET  
NORTH MIAMI, FL 33161-4116

The responsibility for submitting a response to this Solicitation at the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or caused by any other occurrence.

Copies of this Solicitation document may be obtained by contacting DemandStar by Oniva at [www.demandstar.com](http://www.demandstar.com) or calling toll free 1-800-711-1712 and request Document No.:20-03-15

Contact Person: Linda Julien, Purchasing Agent  
Email: [Ljulien@northmiamifl.gov](mailto:Ljulien@northmiamifl.gov) or [Purchasing@northmiamifl.gov](mailto:Purchasing@northmiamifl.gov)  
Phone: (305) 895-9886 | Fax: (305) 895-1015

# SECTION 1.0

## INSTRUCTIONS TO RESPONDENTS / GENERAL TERMS AND CONDITIONS

### 1.1 DEFINITIONS

- a) "City" means the City of North Miami.
- b) "Contract" means a binding written agreement for the solicited Work and/or Services required by the City, including purchase orders, containing terms and obligations governing the relationship between the City and the Contractor.
- c) "Contractor" means the Bidder or Proposer or Respondent that receives an award of Contract or agreement from the City as a result of this Solicitation.
- d) "Bid" or "Response" means the documents timely remitted by Bidder or Proposer or Respondent, in response to this Solicitation.
- e) "Bidder" or "Proposer" or "Respondent." All Contractors, consultants, organizations, Respondents or other entities submitting a response to this Solicitation.
- f) "Project" is the total sum of all Work and Services (as defined herein) to be performed under Contract.
- g) "Scope of Services" or "Scope of Work" means section 3.0 of this Solicitation, which details the Work to be performed by the Contractor or consultant.
- h) "Solicitation" means this Invitation to Quote (ITQ) document, and all associated addenda and attachments.
- i) "Subcontractors" or "Sub-consultant" to mean any person, Respondent, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and material, in connection with the Services to the City, whether directly or indirectly, on behalf of the Contractor.
- j) "Work" or "Services" are drawings, diagrams, schedules and other data specially prepared by the Contractor or a Subcontractor, including the construction services required for the Project solicited, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill their obligations to the City.

### 1.2 CITY OVERVIEW

North Miami, Florida (pop. 60, 000) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the fifth largest city of Miami-Dade County, North Miami is committed to growth in its business community,

while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a

viable future for our residents and preserve the City's rich history since its incorporation in 1926.

The City currently has 550+ employees and provides a wide range of governmental services including public safety / police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and Contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

### 1.3 INVITATION

This invitation is extended to Respondents that can provide the requirement(s) specified herein. The requirements presented in this Solicitation represent the City's anticipated needs.

### 1.4 PUBLIC ENTITY CRIMES AFFIDAVIT

The *Public Entity Crime Affidavit*, (**Form "A-1"**) attached to this Solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the *Public Entity Crime Affidavit* is not submitted as part of the Respondent's Response package, is altered in any manner or is not fully completed, the Respondent shall be deemed non-responsive to the Solicitation requirements.

### 1.5 PUBLIC ENTITY CRIME / DISCRIMINATORY RESPONDENT LIST

Any Respondent, or any of its suppliers, Subcontractors, or consultants who shall perform work which is intended to benefit the City, shall not be a convicted Respondent or included on the discriminatory Respondent list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory Respondent list, a period longer than 36 months must have passed since that person was placed on the convicted Respondent or discriminatory Respondent list. The Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be either voidable or subject to immediate termination by the City. The City in the event in such termination, shall not incur any liability to the Respondent for any Work or materials furnished.

### 1.6 LOBBYING

All Respondents, their agents and proposed sub consultants or Subcontractors, are hereby placed on noticed that neither the City Council Members, any evaluation committee members, employees of the City or employees of any other project sponsoring agencies shall be lobbied either individually or collectively regarding this Solicitation. Respondents, their agents and proposed sub-consultants or Subcontractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any purpose relating to the Solicitation (e.g., general information, meetings of introduction, meals, etc.). Any Bid submitted by a Respondent, its agents and potential sub consultants or Subcontractors who violate these guidelines will not be considered for review. The Procurement Director or Contract Specialist (identified on the cover page of this Solicitation) shall be the only point of contact for questions and/or clarifications concerning the Solicitation, the selection process and the negotiation and award procedures.

**1.7 SUSPENSION OF CONTRACTORS FOR MATERIAL BREACH OF CITY CONTRACTS**

Pursuant to Section 7-160 (a), (b) & (c), City Code, the Director of Procurement may temporarily or permanently suspend Contractors from doing business with the city whenever a Contractor materially breaches its Contract with the City. Any Bid submitted by a Respondent, its proposed Subcontractors or sub consultants who are included on the City's Suspension List shall not be considered for review.

In addition, the principles of any Respondents or its proposed Subcontractors or sub consultants shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while the principals of the Respondent or its proposed Subcontractors or sub consultants remain on the Suspension List. In the event there is any intentional misrepresentation, the Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any Work or material furnished.

**1.8 POINTS OF CONTACT TIMETABLE FOR INQUIRES**

Respondents shall contact the contract specialist, identified on the cover page of this Solicitation, for all inquiries relating to this Solicitation. All Respondents' technical inquires shall be confirmed in writing either through the mail, via facsimile transmission or electronic mail.

Technical questions will not be entertained beyond the cut-off date indicated on the cover page so that answers to substantive questions, in the form of written addenda, can be posted on the City's web site ([www.northmiamifl.gov](http://www.northmiamifl.gov)) and Demand Star by Onvia at [www.demandstar.com](http://www.demandstar.com) or calling toll free 1-800-711-

1712 and requesting the corresponding documents number.

**1.9 ORAL REPRESENTATION**

No oral representation made by the City staff shall be binding. The contents of this ITQ and any subsequent addenda issued by the City shall govern all aspects of this Solicitation.

**1.10 ADDENDA**

If any Solicitation revisions become necessary (other than changes to the deadline for response submission), the City will post written addenda on the City web's site at ([www.northmiamifl.gov](http://www.northmiamifl.gov)) and on Demand Star by Onvia at [www.demandstar.com](http://www.demandstar.com) or calling toll free 1-800-711-1712 and requesting the corresponding document number at least seven (7) calendar days before the date scheduled for opening the responses. The City may revise the deadline for response submission at any time prior to the date and time scheduled for opening the responses. **It is the responsibility of all Respondents to ascertain whether any addenda have been issued before the Solicitation deadline by either calling or checking the City's web site ([www.northmiamifl.gov](http://www.northmiamifl.gov)) and Demand Star and by Onvia at [www.demandstar.com](http://www.demandstar.com) or calling toll free 1-800-711-1712 and requesting the corresponding document number. All addenda placed on the Demand Star can be down loaded.**

**1.11 CANCELLATION OF THE SOLICITATION**

The City reserves the right to cancel this Solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the city.

**1.12 PROTEST**

If a potential Respondent protests any provisions of the Solicitation documents, a written protest must be filed with the City Clerk within five (5) business days (excluding weekends and City

observed holidays) prior to date set for opening of the Bids. A written protest is considered filed when received by the City Clerk.

Any Respondent who files a formal written protest pursuant to Section 7-158, City Code, shall post with the city at the time of filing the formal written protest with the city at the time of filing the formal written protest a filing fee in an amount equal to one percent (1%) of the amount of the Bid or proposed Contract, or one thousand dollars (\$1,000), whichever is less. Failure to file a notice of protest within the time prescribed in Section 7-158, City Code, or failure to post the filing fee within the time allowed, shall constitute a waiver of such Respondent's right to file a protest.

*Notice of written protest along with the filing fee, shall be timely filed with the City Clerk of the City North Miami at 776 NE 125<sup>th</sup> Street, 1<sup>st</sup> Floor North Miami, FL 33161. The City will not accept receipt of any*

*formal written protests filed at any location other than the City's Clerk's Office*

### **1.13 CONTRACT**

The selected Respondent understands that this Solicitation or the response shall not constitute a contract with the City. No contract is binding or official until responses are reviewed and accepted by appointed City Staff, approved by the appropriate level of authority within the City and an official contract is duly executed by the parties. The selected Respondent shall be required to sign a Contract which the city determines to be fair, competitive and reasonable.

### **1.14 DEVELOPMENT COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this Solicitation. All information in the response shall be provided at no cost to the City.

### **1.15 TAX EXEMPT STATUS**

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

### **1.16 RESPONSE SUBMISSION AND OPENING**

All response shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Solicitation. The response shall identify the Solicitation number and title specified on the cover page of this Solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent's return address. The City assumes no responsibility for responses not properly marked.

The City will not accept responses delivered after the established deadline. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

Receipts of a response by any City office, receptionist or personal other than the Clerk's Office will not constitute "delivery" as required by this Solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the Solicitation opening.

### **1.17 ASSIGNMENT OF RESPONSE**

A Respondent shall not transfer or assign its Response to a third party following submission of a Bid to the City.

### **1.18 WITHDRAWAL OF RESPONSE**

Respondents shall withdraw their submitted Bid by notifying the City either in writing or in person through an authorized representative at any time prior to the submission deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Responses, once received, become the property of the

City, and will not be returned to Respondents even when they are withdrawn from consideration.

Responses, once opened, shall not be withdrawn or modified except to the extent agreed to by the City during subsequent Contract negotiation.

### **1.19 PUBLIC RECORDS AND EXEMPTIONS**

Upon receipt, responses become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents shall invoke the exemptions to disclosure provided by law, in the response to the Solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Responses will be made available for public inspection at the time the City posts notice of its decision or intended decision concerning contract awards, or ten (10) days after the response opening, whichever is earlier.

### **1.20 REJECTION OF RESPONSES**

Pursuant to Section 7-136, City Code, the City reserves the right to reject any and all Bids for reasons including, but not limited to, the following:

- (1) When such rejection is in the interests of the City;
- (2) If such Bid is deemed non-responsive;
- (3) If the Respondent is deemed non-responsive; or
- (4) If the Bid contains any materials irregularities. Minor irregularities contained in response will be waived by the City. A minor irregularity is a variation from the Solicitation that does not affect the price of the Contract nor does it give a Respondent an advantage or benefit not enjoyed by other Respondents and does not adversely impact the City.

### **1.21 REVIEW OF RESPONSE FOR RESPONSIVENESS**

Each Response will be reviewed to determine if the Bid is responsive to the submission requirements outlined in the Solicitation. A responsive Bid is one which follows the requirements of the ITQ, includes all documentation, is of timely submission, and has the appropriate signature as required on each document. Failure to comply with these requirements may result in a Bid being deemed non-responsive.

### **1.22 CITY COUNCIL REVIEW**

The Purchasing Director may report the result of this ITQ to the City Council for final approval in accordance with the City's Procurement Ordinance. The City reserves the right to reject all Bids.

### **1.23 THE CITY OPTIONS**

The City may, at its sole and absolute discretion, reject any or all responses, re-advertise this Solicitation, postpone or cancel this Solicitation process at any time,

or waive any irregularities in this Solicitation or in the responses received as a result of this Solicitation.

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a Contract award, or whether an award shall ever be made as a result of this Solicitation, shall be the sole and absolute discretion of the City.

In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this Solicitation.

The submittal of a Bid will be considered by the City as constituting an offer by the Respondent to provide the Services described in this Solicitation.

#### **1.24 CONTRACT AWARD**

The City anticipates the award of one Contract, but reserves the right not to make any award whatsoever, if determined to be in the interest of the City.

Prior to Contract award, the Respondent(s) shall submit documentation reflecting any required insurance coverage. The Contract number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the Contract period. Failure to execute the Contract and/or to provide evidence of any required insurance coverage shall be just cause for the termination of the award.

#### **1.25 RESPONSE SUBMITTAL/ADDENDUMS**

All Bids submitted shall include the completed Bid Form and all required product information and any other items as indicated on the Bid Form. Bids will be considered "Non-Responsive" if the required information is not submitted by the date and time specified.

Before submitting a Bid, each Respondent shall make all investigations and examinations necessary to ascertain if any addendums were issued by the Purchasing Agent.

#### **1.26 NON-RESPONSIVE RESPONSES**

Responses found to be non-responsive shall not be considered. Responses may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A Response may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional responses, incomplete responses, indefinite or ambiguous responses, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of Bids include evidence of collusion among Respondents, obvious lack of experience or expertise to perform the required Work, submission of more than one Bid for the same Work from an individual, Respondent, joint venture, or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts, employment of unauthorized

aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, Respondent, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design-Builder for Federally Financed or Assisted Projects.

Responses will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

#### **1.27 CONE OF SILENCE**

This Solicitation is issued pursuant to the City of North Miami Section 7-193, City Code, which prohibits certain types of communications: (a) A Cone of Silence shall be imposed upon each solicitation after the advertisement of said solicitation. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such a notice with the city clerk, with the copy thereof to each city council member, and shall include in any public Solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular solicitation shall not preclude Purchasing staff from obtaining industry comment or performing market research provided all communication related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

The ordinance does not apply to oral communications at pre-solicitation conference, oral presentations before selection committees, contract negotiations, public presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City Council unless specifically prohibited by the applicable Bid documents. A copy of all written communications must be filed with the City Clerk.

#### **1.28 RESPONDENT'S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS**

This Solicitation shall require that the Respondent submits with its Response a listing of all first-tier Subcontractors or sub consultants who will perform any part of the Contract Work and all suppliers who will supply materials for the Contract Work direct to the selected Respondent. **Failure to comply with this requirement shall render the Response non-responsive.** In addition, the selected Respondent shall not change or substitute Subcontractors or suppliers from those listed in the Bid except upon written approval of the City (See "Form A-6").

#### **1.29 BUSINESS ENTITY / RESPONDENT REGISTRATION**

The City of North Miami requires business entities to complete registration application before doing business with the City. Respondents need not register with the City to Present a Bid; however, the selected

Respondent(s) must register prior to award of a Contract as failure to register may result in the rejection of the Bid. To register, contact the Purchasing Department at (305) 895-9886 or you may download the application (*revised 7/09*) from our website at [www.northmiamifl.gov](http://www.northmiamifl.gov) it is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this quote.

### **1.30 EXCEPTION TO THE SOLICITATION**

Respondents may take exceptions to any of the terms of this Solicitation unless the Solicitation specifically states where exceptions may not be taken. Should a Respondent take exception where none is permitted, the Bid will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Responses, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may insist that the Respondent furnish the Services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this ITQ. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent will accept all terms and conditions.

### **1.31 PROPRIETARY/ CONFIDENTIAL INFORMATION**

Respondents are hereby notified that all information submitted as part of, or in support of, Responses will be available for public inspection after opening of Bids, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Records Law."

### **1.32 LOCAL PREFERENCE / 10% TOTAL WORKFORCE CONSISTING OF NORTH MIAMI RESIDENTS / SUBCONTRACT WITH LOCAL RESPONDENTS**

The evaluation of competitive Solicitations is subject to Section 7-151, City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall affirm in writing its compliance with either of the following objective criteria as of the Bid or Proposal or Response submission date stated in the Solicitation. A local business shall be defined as:

- a) A business that has a valid local business tax receipt, issued by City of North Miami at least one year prior to Bid or Proposal or Response submission, that is appropriate for the goods, services or construction to be purchased; or

- b) A business that has a physical business address located within the limits of the City of North Miami from which the Respondent operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; or A business has at least ten percent (10%) of its total workforce residing in the city prior to the city's issuance of the Solicitation for supplies or services; or
- c) The local preference may be applied to Respondents that subcontract at least ten percent (10%) of the contractual amount of a City project to Subcontractor who is physically located within the City of North Miami (Must complete Form A-3a & A-3b)

The preference is used to evaluate the submittals received from Respondents are assigned point totals, a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price, shall be given to the local business. (See Form A-3)

### **1.33 RULES, REGULATED AND LICENSING REQUIREMENTS**

The Respondent shall comply with all laws; ordinances and regulations applicable to the Services contemplated herein, especially those applicable to conflict of interest and collusion. Respondent are presumed to be familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect the goods or Services offered.

### **1.34 MODIFICATIONS OF RESPONSE**

No unsolicited modifications to Responses will be permitted after the date and hour of the Bid opening.

### **1.35 TRUTH IN NEGOTIATION STATEMENT**

The Contractor must provide at the time for Contract execution a written statement stating that "wage rates and other factual unit cost supporting the compensation are accurate, complete and current at the time of contracting".

### **1.36 REVIEW OF SOLICITATIONS**

The City will not allow any request for documents or reviews of submittals until thirty days after Responses are received or after an award is announced. After said time, Respondents may request documents or make an appointment to review submittals and presentations.

### **1.37 LATE SUBMISSIONS**

The City will not accept Bids received after opening time and encourages early submittal.

### **1.38 ATTORNEYS' FEES**

In the event of any dispute arising under or related to the Agreement, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses

incurred by it in connection with that dispute and/or the enforcement of the Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

**1.39 CONFLICTS OF INTEREST**

The City's Conflict of Interest guidelines, provided under Article XI, of the City Code, as amended, shall apply to this Solicitation and Contract. Respondents should be aware, that if awarded a Contract, no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Solicitation has any personal financial interest, directly or indirectly, with contractors or Respondents providing professional Services on Work assigned to the Contractor, except as fully disclosed and approved by the City. Contractor shall further be aware that if awarded, in the performance of this Solicitation no person having such conflicting interest shall be employed.

**1.40 INSTALLATION SERVICES**

The Contractor warrants and accepts that any and all repair Work required during the construction or installation phase, irrespective of the cause, shall be deemed the responsibility of the Contractor at no additional cost to the City.

Finally, the Contractor accepts, understands and agrees that these provisions of the Agreement constitute a material inducement for the City to enter into the Agreement and that the City has indeed relied on these particular provisions in making its decision to enter into the Agreement with Contractor.

**1.41 CONTRACTOR RELIANCE ON BUILDING DEPARTMENT**

It is understood and agreed by the Contractor that the North Miami Building Department and its inspectors are professionals who are dedicated to providing efficient and courteous service to all residents, professionals,

contractors and the public at large through plans processing, inspections and building maintenance, which ensures the protection of the citizens and enhances the quality of life within the City. For the purposes of this Project, the Building Department is not a surrogate of the City. All decisions by the Building Department as to whether some aspect of the Project is or is not in compliance with the Florida Building Code, Florida Fire Prevention Code and/or any other applicable codes, regulations, laws and ordinances are independent of and not deemed to be an act or a decision by the City. The Contractor agrees that it shall be the responsibility of the Contractor to ensure compliance with all applicable codes, regulations, law and ordinances. The Contractor warrants and accepts that any and all Work necessitated by inspections which is not prescribed in the Plans or Specifications, but necessitated to bring the Project into conformity with the Contract Documents and all applicable laws, codes, regulations, procedures and/or considered inside the contemplation of the Contract Documents shall be deemed the responsibility of the Contractor at no additional cost to the City.

**1.42 CONTRACTOR OBLIGATIONS**

The Contractor warrants that any and all Work, materials, Services or equipment that may reasonably be inferred from the Contract Documents as being required to produce the intended result, will be supplied by the Contractor at its own cost, whether or not specifically called for.

The Contractor warrants and accepts that any and all Work, materials, Services or equipment necessitated by the inspections of City and/or County agencies, or other regulatory agencies as are applicable, to bring the Project into conformity with the Contract Documents and all applicable laws, codes, regulations, procedures, or considered inside the contemplation of the Contract Documents, shall be deemed the responsibility of the Contractor at no additional cost to the City.

**END OF SECTION**

**SECTION 2.0**  
**SPECIAL CONDITIONS**

**2.1 PURPOSE**

The purpose of this Invitation to Bid (ITB) is to secure quotes for the lease of 2015 Ford Transits, 2015 Ford Sedan Police Interceptors and 2015 Ford Utility Police Interceptors.

**Terms & Conditions:**

Attached Terms and Conditions, Section 1, apply to this solicitation.

**Bids must be received at the Office of the City Clerk by the time and date requested on the Cover page of this document.**

**Prices shall be quoted F.O.B. Destination, freight included and shall be inclusive of all costs. Current and/or anticipated applicable fuel costs should be considered and included in the price quoted.**

**For All Commodity Contracts (Fixed):**

Vendor represents that its business is regularly engaged in and routinely sells the product(s) offered within this quotation request. **YES**  **NO**

Vendor affirms that it is an authorized dealer/seller of the product(s) offered herein on or before the opening date, and warranty offered is the manufacturer's warranty with Broward County recorded as the original purchaser. **YES**  **NO**

The City of North Miami reserves the right to request proof thereof prior to award.

**For All Contracts:**

Quotation responses shall be on this form and must be signed or they may be declared non-responsive.

If a specific basis for award is not established in this bid request, the award shall be to the responsible Vendor with the lowest responsive bid meeting the written specifications.

### **Addenda to Bid Requests:**

Bid Requests may require Addenda be issued to them. An Addendum in some way modifies information from the original quotation request, i.e., to announce changes in the bid opening date, specifications, terms, conditions, or modifications to the bid sheet. In addition, some addenda are mandatory (i.e. MUST be acknowledged and returned with your quotation prior to the opening). Anyone quoting or contemplating quoting should check the Purchasing Division's website for posted addenda if you did not receive the initial quotation request by e-mail. All vendors shall be responsible for monitoring this website for posted addenda.

### **Award Options:**

As the best interest of the City may require, the right is reserved to make award(s) by individual commodities, group of commodities, all or none or any combination thereof.

### **Local Business Tax Receipt Requirements:**

All vendors maintaining a business address within the City of North Miami must have and provide a copy of a current Local Business Tax Receipt prior to award. The Contractor should provide a copy of their Local Business Tax Receipt **within three (3) business days** upon the request of the Purchasing Department. Failure to do so may result in your quote being deemed non-responsive.

### **Contacts:**

For information regarding specifications, bidding procedures, terms and conditions, contact Linda Julien, of the Purchasing Department at 305-895-9886 or by email at [Ljulien@northmiamifl.gov](mailto:Ljulien@northmiamifl.gov) or [Purchasing@northmiamifl.gov](mailto:Purchasing@northmiamifl.gov)

### **Insurance Requirements:**

Insurance Requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages per the attached sample, prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the certificate are still required.

If available, vendor should submit Certificate of Insurance (COI) with their Quotation. The vendor recommended for award should submit satisfactory COI no later than **5** business days of request or their Quotation may be rejected. **Prior to submission, vendor should ensure that all insurance requirements conform to attached sample.**

## **2.2 TERM OF CONTRACT: UPON COMPLETION**

Services shall commence upon the issuance of an award letter or Purchase Order and shall remain in effect until such time as the Project acquired in conjunction with this Solicitation, has been completed and accepted by the City's authorized representative and upon completion of the expressed and/or implied warranty periods.

The Contractor shall provide a Work schedule indicating time for completion from receipt of the NTP. The Work schedule will be reviewed, and if accepted by the City it will be included as the term of Contract. Contractor shall be required to adhere to the approved Work schedule, unless otherwise authorized by the City in writing. Failure to do so will subject Contractor to Liquidated Damages pursuant to Section 2.9 below.

### **2.3 OPTION TO RENEW**

Intentionally Omitted

### **2.4 METHOD OF AWARD**

An award shall be made to the responsive, responsible Bidder who meets the minimum requirements below and offers the lowest monthly lease rate for the 2015 Ford Transits, 2015 Ford Sedan Police Interceptors and 2015 Ford Utility Police Interceptors and lease term selected by the City. The City, at its sole discretion, will select the model and lease term in its best interest.

### **2.5 MINIMUM QUALIFICATION**

To be eligible to respond to this Solicitation, the Respondent must be an authorized dealer of the manufacture or a duly licensed and authorized leasing company engaged in the business of leasing automobiles. The respondent must provide authenticating documentation of its status. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follows:

2.5.1 Respondent shall be licensed to do business in the State of Florida and an authorized dealer of the manufacturer or a duly licensed and authorized leasing company engaged in the business of leasing automobiles. The Respondent must provide authenticating documentation of its status and submit a sunbiz report with your company registered as active.

2.5.2 In accordance with Chapter 320 of the Florida Statutes, SS320.27, Respondents must be licensed by the state of Florida as a motor vehicle dealer. Respondents shall furnish a copy of their license with their bid submittal.

2.5.3 A service facility capable of supporting the proposed sale and performing warranty repairs and supplying needed parts must be located in Miami Dade or Broward County. The service facility is subject to the City’s review and approval.

2.5.4 References at a minimum, Respondent must provide at least three (3) references of clients to which it has provided said Services. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, Services within the last five (5) years.

### **2.6 INDEMNIFICATION AND INSURANCE**

The Contractor must submit, prior to signing of Contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial General Liability and/or Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract. All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period.

The insurance carriers shall have a minimum of B+ rating based on the latest rating publication of Property and Casualty Insurers of A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Management prior to commencement of Project. Contractor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy shall specify the amount(s) of the total insurance allocated to this Project. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made for other projects undertaken by Contractor.

**Respondents must submit with their response,** proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

#### 2.6.1 COMMERCIAL GENERAL LIABILITY

With project dedicated minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. This coverage shall also include personal and advertising injury, medical payments and products completed operations to be maintained for 3 years after completion of Project.

#### 2.6.2 COMMERCIAL AUTOMOBILE LIABILITY

With minimum limit of \$1,000,000 covering any auto including non-owned, hired or leased

#### 2.6.3 WORKER'S COMPENSATION

As required by the State of Florida with statutory limits, and Employer's Liability with a minimum limit of \$1,000,000 per accident for bodily injury or disease.

**Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as "additional insured". All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.**

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

**The Contractor must submit, no later than ten (10) days after award and prior to commencement of any Work, a Certificate of Insurance naming the City of North Miami as additional insured.**

**2.7 SUBSTITUTIONS:**

**The City of North Miami, Florida WILL NOT accept substitute shipments of any kind. Bidder(s) is expected to furnish the brand quoted in their bid once awarded. Any substitute shipments will be returned at the Bidder's expense.**

**2.8 FAILURE TO PERFORM**

If in the opinion of the City's representative, the Contractor refuses to begin Work, improperly performs said Work, as shall have been rejected or as being defective or unsuitable, then City's representative may notify the Contractor to repair and replace Work immediately or discontinue all Work under Contract.

If at any time the City's representative shall be of the opinion that the said Work is being unnecessarily delayed and will not be finished within the prescribed time then City's representative may notify the Contractor to discontinue all Work under Contract. The Contractor shall immediately respect said notice and stop said Work and cease to have any rights to the possession on the Project site and shall forfeit the Contract.

The City may thereupon look to the next lowest and responsive and responsible Respondent to complete the Work or re-advertise for Bids and let a contract for the uncompleted Work in the same manner as was followed in the letting of the Contract and charge the cost thereof to the original Contractor under Contract. Any excess cost arising therefore over and above the original Contract Price shall be charged to the Contractor.

**2.9 METHOD OF PAYMENT: PHASED PAYMENTS FOR WORK COMPLETED**

The City shall provide partial payments for Work completed by the Contractor during various phases of the Work assignment. The Contractor shall provide fully documented invoices, which indicate, in addition to the basic information set forth below, the time and materials provided to the City user department(s) that requested the Work through a purchase order. It shall be understood that such invoices shall not be authorized for payment until such time as a City representative has inspected and approved the

completed phase of the Work assignment. The percentage or component of completed Work which corresponds to the acceptable payment schedule shall be as follows:

All invoices shall contain the following basic information:

**2.9.1 CONTRACTOR INFORMATION:**

- The name of the business organization as specified on the Contract between City and Contractor
- Date of invoice
- Invoice number
- Contractor's Federal Identification Number on file with the State

**2.9.2 CITY INFORMATION:**

- City Purchase Order Number

**2.9.3 PRICING INFORMATION:**

- Unit price of the goods, Services or property provided
- Extended total price of the goods, Services or property
- Applicable discounts

**2.9.4 GOODS OR SERVICES PROVIDED PER CONTRACT:**

- Description
- Quantity

**2.9.5 DELIVERY INFORMATION:**

- Delivery terms set forth within the City Purchase Order
- Location and date of delivery of goods, Services or property

**2.9.6 FAILURE TO COMPLY:**

- Failure to submit invoices in the prescribed manner will delay payment.

**2.10 FEDERAL AND STATE REGULATIONS**

The Contractor shall comply with all federal, state and local rules and regulations regarding, and any other laws that would apply to operating a similar type of business.

**2.11 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS**

The Respondent hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the Respondent in conjunction with this Bid and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the City by the Contractor are found to be defective or do not conform to specifications:

2.11.1 The materials may be returned to the Contractor at the Contractor's expense and the Contract cancelled or

2.11.2 The City may require the Contractor to replace the materials at the Contractor's expense.

## **2.12 WARRANTY SHOULD BE SUPPLIED IN WRITTEN FORM**

### **2.12.1 TYPE OF WARRANTY COVERAGE REQUIRED**

The Contractor shall provide a copy of its written warranty certificates with its initial offer, or upon request from the City. Failure to meet this requirement may result in the offer being deemed non-responsive. The warranty supplied by the Contractor shall remain in force for the full period identified by the Contractor; regardless of whether the Contractor is under Contract with the City at the time of defect. The standard applicable manufacturer warranty for both the vehicles and emergency equipment must be accompanied and applies for delivery of all vehicles. Any payment by the City on behalf of the goods or Services received from the Contractor does not constitute a waiver of these warranty provisions.

### **2.12.2 CORRECTING DEFECTS COVERED UNDER WARRANTY**

The Contractor shall be responsible for promptly correcting any deficiency, at no cost to the City, within 7 calendar days after the City notifies the Contractor of such deficiency in writing. If the Contractor fails to satisfy the warranty within the period specified in the notice, the City may;

- (a) Place the Contractor in default of its Contract, and/or
- (b) Procure the products or Services from another source and charge the Contractor for any additional costs that are incurred by the City for this Work or items; either through a credit memorandum or through invoicing.

## **2.13 GUARANTEE AGAINST DEFECTS SHALL BE ONE (1) YEAR**

The Contractor shall, in addition to all other guarantees, be responsible for faulty labor and defective material and equipment within a period of one (1) year after date of acceptance of the labor, material and/or equipment by the City with 45 calendar days to correct deficiencies. The Contractor shall promptly correct these deficiencies, without cost to the City, within forty five (45) calendar days after the City notifies the Contractor of such deficiencies in writing. Payment in full for the Work does not constitute a waiver of guarantee.

## **2.14 ACCEPTANCE OF PRODUCT BY THE CITY**

The product(s) to be provided hereunder shall be delivered to the City, and maintained if applicable to the Contract, in full compliance with the specifications and requirements set forth in the Contract. If a Contractor-provided product is determined to not meet the specifications and requirements of the Contract, either prior to acceptance or upon initial inspection, the item will be returned, at Contractor expense, to the Contractor. At the City's own option, the Contractor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The Contractor shall not assess any additional charge(s) for any conforming action taken by the City under this clause.

## **2.15 OMISSION FROM THE SPECIFICATIONS**

The apparent silence of this specification and any addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

## **2.16 WAIVER OF IRREGULARITIES**

The City may waive minor informalities or irregularities in Bids received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Respondents. Minor irregularities are defined as those that will not have an adverse effect on the City's interest and will not affect the price of the Bids by giving a Respondent an advantage or benefit not enjoyed by other Respondents.

## **2.17 CLARIFICATION AND INQUIRIES**

Any questions or clarifications regarding this Solicitation shall be submitted in writing to Purchasing Agent, Linda Julien via email at [Ljulien@northmiamifl.gov](mailto:Ljulien@northmiamifl.gov) or [Purchasing@northmiamifl.gov](mailto:Purchasing@northmiamifl.gov) . Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing.

The Solicitation number and title shall be referenced on all correspondence, be sure to include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly. All responses to questions/clarifications will be sent to all prospective Respondents in the form of an addendum. **NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER SAID DEADLINE.** Addendum(s) will be made available on the City's webpage and it is the Respondent's sole responsibility to assure receipt of all (if any) addenda(s).

**END OF SECTION**

**SECTION 3.0**  
**SCOPE OF SERVICES /**  
**TECHNICAL SPECIFICATIONS**

**3.1 SCOPE OF WORK**

The City of North Miami is seeking the lease of two (2) Ford Transit 250, six (6) 2015 Ford Sedan Police Interceptor and forty two (42) 2015 Ford Utility Police Interceptor. The color of preference for all vehicles must be white.

**3.2 The minimum requirements for the 2015 Ford Transit 250 (R3X) high roof 148” wheelbase with sliding door.**

- **99G- 3.5L ECO BOOST V-6 ENGINE**
- **446- 6 SPEED AUTOMATIC TRANSMISSION**
- **53B- TRAILER TOW PACKAGE**
- **541-POWER MIRRORS**
- **59D-PERIMETER ANTI THEFT**
- **60C- CRUISE CONTROL**
- **43R- REVERSE SENSING**
- **66P- PASSIVE ANTI-THEFT**
- **58X- AM/FM/CD WITH SYNC**
- **61C- REAR BACK UP CAMERA**
- **63C- HEAVY DUTY ALTERNATOR**
- **63E- DUAL BATTERIES**
- **MD509- MOUNTED BEHIND DRIVER’S SEAT FACING CURB SIDE**
- **14STEP- STEP STOOL SHIPPED LOOSE**
- **RK148F- MOUNTING RAIL KIT**
- **HAD3259- (1) 14X59X32 SHELF UNIT MOUNTED CURB SIDE BEHIND MD506PM**
- **HAD5059- (1) 14X59X50 SHELF UNIT MOUNTED STREET SIDE BEHIND PARTITION**
- **SPT-4P- STEEL PARTS TOTE STEEL CABINET WITH 4 PLASTIC DRAWERS MOUNTED BEHIND PARTITION ON CURB SIDE**
- **CL1446R- MOUNTED CURB SIDE MOUNTED STREET SIDE BEHIND MD509**
- **MD506PM- DRAWER MODULE MOUNTED CURB SIDE OVER WHEEL WELL**
- **TA20LP- SEALED TANK COMPARTMENT MOUNTED CURB SIDE IN FRONT OF MD506PM**
- **TA1- 4 HOOK BAR ASSEMBLY MOUNTED ON REAR OF HAD3259**
- **LK8- 8’ LADDER KEEPER**
- **SIM2HC2PM- PERFORATED CENTER & CURB PANEL PARTITION KIT W/ DOOR**
- **WKC1FDTH- WING KIT FOR PARTITION**

- **GP-SW2000- GO POWER 2000 WATT PURE SINE INVERTER WITH GP-SWR-B REMOTE AND DUAL 110V OUTLET MOUNTED ON CURBSIDE PARTITION ABOVE SPT4P**
- **30004- (2) WHITE STRYKER LED GO LIGHT (1) MOUNTED (1) MOUNTED REAR ON ROOF**
- **VTX609A- (2) AMBER VERTEX MOUNTED IN REAR TAILLIGHT**
- **IONSV3AW- (2) AMBER ION “V” MOUNTED ON FRONT FENDERS**

**3.3 The minimum requirements for the 2015 Ford Sedan Police Interceptor AWD 4dr (P2M, 500A).**

- **998- 3.7L ENGINE**
- **44J- 6 SPEED AUTOMATIC TRANSMISSION**
- **P2M-500A- DRIVER SIDE FACTORY INSTALLED SPOTLIGHT**
- **13C- DARK CAR FEATURE**
- **P2M-500A – POWER WINDOWS & POWER DOOR LOCKS**
- **18G- CHILD PROOF REAR DOORS**
- **76R- REVERSE SENSING SYSTEM**
- **60P- REMOTE KEYLESS ENTRY**
- **TREM- TREMCO ANTI THEFT**
- **13P- FRONT HEADLIGHT PREP**
- **51G- GRILL LAMP SIREN WIRING PACKAGE**
- **53M- SYNC VOICE ACTIVATED BLUETOOTH**
- **96E- SIDE FENDER LED LIGHTS**
- **43- KEYED ALIKE- MUST SPECIFY KEY CODE**
- **77B- REAR VIEW CAMERA- DEALER INSTALLED**

**3.4 The minimum requirements for the 2015 Ford UTILITY POLICE Interceptor AWD 4dr (K8A, 500A).**

- **99R- 3.7L ENGINE**
- **44C- 6 SPEED AUTOMATIC TRANSMISSION**
- **500A- DRIVER SIDE FACTORY INSTALLED SPOTLIGHT**
- **500A- POWER WINDOWS & POWER DOOR LOCKS**
- **595- REMOTE KEYLESS ENTRY**
- **43D- DARK CAR FEATURE**
- **76R- REVERSE SENSING SYSTEM**
- **17T- CARGO AREA DOME LIGHT**
- **TREM- TREMCO ANTI-THEFT86P- FRONT HEADLIGHT PREP**
- **60A- GRILL LAMP SIREN WIRING PACKAGE**
- **53M- SYNC VOICE ACTIVATED BLUETOOTH**
- **21B- REAR VIEW CAMERA**
- **18W- REAR WINDOW INOP**
- **59- KEY ALIKE- MUST SPECIFY KEY CODE**
- **65L- FULL WHEEL COVERS**

- 68G- REAR DOOR HANDLES & LOCKS INOP

### 3.5 EMERGENCY EQUIPMENT SPECS

- (1)44" FEDERAL SIGNAL INTEGRITY LIGHTBAR WITH DRIVER RED AND PASSENGER BLUE AND REAR RED, BLUE AND DUAL COLOR AMBER SIGNAL MASTER, HOOK KIT, , AND ES100 SPEAKER WITH VEHICLE SPECIFIC BRACKET **\*\*NORTH MIAMI CONFIG\*\***
- (1)FEDERAL SIGNAL SSP3000 PLATINUM SIREN 200 WATT WITH COMPUTER CONFIGURATION
- ST-360W 360 DEGREE CONER LED WHITE ( 6) FOUR IN REAR TAILLIGHTS AND TWO IN FOGLIGHT AREAS
- (4 ) FEDERAL SIGNAL MPS600-RB 2 GRILL LIGHTS AND 2 REAR GLASS LIFT GATE ON LIP
- (1)**\*\*ST-RVSCAM STEALTH BACK UP CAMERA SYSTEM TO BE SPECIALLY WIRED INTO SSP3000 SIREN. OFFICER MANUALLY ACTIVATED TO SHOW REAR OF VEHICLE WHILE STOPPED WITH REVERSE SENSING PRIORITY OVERRIDE\*\***
- (1)ST-8WD 8 HEAD REAR WARNING STICK FOR REAR WINDOW IN BLUE /RED **\*\*REAR WINDOW\*\***
- (2) ST-4WD 4 HEAD WARNING STICK IN BLUE /RED FOR **\*\*REAR SIDE WINDOWS\*\***
- (1) PUBLIC SAFETY USA CC-UV-L-18 CC-UV-L-18, CENTER CONSOLE WITH 12" SLOPE AND 6" LEVEL SECTION DESIGNED TO ACCOMMODATE A VARIETY OF EQUIPMENT WHILE CREATING MORE HIP ROOM FOR THE OFFICER AND EQUIPMENT.AC-FDUVMNT-25, SLOTTED, HEAVY-DUTY FLOOR MOUNT FOR CENTER CONSOLE FOR ADDED STRENGTH AND ADJUSTMENT OF CONSOLE AND ACCESSORIES. ONE (1) FD-AP3 3" FACEPLATE WITH 3 DC OUTLET HOLES, ONE (1) FACEPLATE FOR A MOTOROLA XLT2500, ONE (1) FEDERAL SIGNAL SMART SIREN SIREN/LIGHTING CONTROLLER AND BLANK FILLER FACEPLATES AS NEEDED. (1) AC-INBHG DUAL CUP HOLDER. CM-PSUV-SL-LED PASSENGER SEAT COMPUTER MOUNT DESIGNED NOT TO INTRUDE ON PASSENGER SIDE FOOT SPACE. INCLUDES A 9" SLIDING SWING ARM THAT EXTENDS AN ADDITIONAL 8" AND A PIVOT MOUNT TO ACCOMMODATE A DOCKING STATION. 7160-0285 QUAD MOTION TS5 , 7160-0250-01 UNIVERSAL CRADLE WITH TALL CLIPS FOR RUGGED LAPTOPS, 12VOLT POWER DUAL USB ADAPTER, 12 VOLT 3 OUTLET CIG. LIGHTER PLUG BOX, PS-202-08U 8 GANG FUSE BLOCK WITH GROUNDING PAD, PS-GCA100 PUBLIC SAFETY USA GCA SERIES , MANUAL RESET , TYPE III 100 AMP CIRCUIT BREAKER,
- (1)MODEL SC-916-AR / FIXED WALL/TRUNK SETUP **\*\*\*\***
- GRAPHICS PACKAGE PER CITY OF NORTH MIAMI SPECS

- **PS-PISUVSEATOS FORD SUV SEAT SYSTEM WITH OS BELT AND REAR PARTITION SCREEN**
- **(1)TP-US-SS-TROY3-NM FRONT PARTITION WITH WEAPON RECESS PANEL AND 50 POLY/50 MESH WINDOW STYLE.**
- **(1) WG-FDUV-H-DS & PS-NM WG-FDUV-H-DS & PS: DRIVER & PASSENGER SIDE WINDOW GUARDS, WELDED BARS, HORIZONTAL DESIGN**
- **TREMCO ANTI-THEFT**
- **DOMELAMP WHITE/RED REAR**
- **3M WINDOW TINT**
- **NORTH MIAMI GRAPHICS PACKAGE**
- **PUBLIC SAFETY USA CUSTOM STORAGE VAULT FOR REAR OF SUV WITH STRUT ASSISTED ACCESS PANEL FOR SPARE TIRE ACCESS**

**END OF SECTION**

**Section 4.0  
Bid Submittal**

**DELIVER TO:**

**DUE DATE:  
April 16, 2015**

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City of North Miami  
Office of the City Clerk  
1<sup>st</sup> floor  
776 N.E. 125th Street  
North Miami, FL 33161-5654

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**\*\*Bid Due\*\*  
3:00 P.M.**

Responses are subject to the Terms and Conditions of this Solicitation and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the City Clerk at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or Services described in the accompanying Bid Submittal Requirement.



**COVER PAGE & CONTACT PERSON INFORMATION**

**POLICE VEHICLE LEASING  
ITB No.:20-03-15**

Include this sheet as the very first page of your response. Please complete the entire form in its entirety. The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this Solicitation.

Legal Name of  
Business/Respondent(s): \_\_\_\_\_

Doing Business As (DBA)  
*If applicable:* \_\_\_\_\_

Federal Employee Identification  
Number (FEIN): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Persons Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_



**PRICE BID FORM**

**POLICE VEHICLE LEASING  
ITB No.:20-03-15**

The prices listed below shall include the total cost to complete the Services including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of Services and/or products requested by the City of North Miami.

2015 Ford Transit 250 (R3X) per Technical Specifications

36 month Lease Term

- A. Total Lease Inception Costs Due to Start the Lease \$ \_\_\_\_\_
- B. Twenty Three (35) Monthly Payments of \$ \_\_\_\_\_ Per Month \$ \_\_\_\_\_  
(Total of monthly payment X35)
- C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company  
\$ \_\_\_\_\_
- D. Effective \$ \_\_\_\_\_  
Total of A+B+C/36months

2015 Ford Sedan Police Interceptor AWD 4dr (P2M, 500A) per Technical Specifications

36 month Lease Term

- A. Total Lease Inception Costs Due to Start the Lease \$ \_\_\_\_\_
- B. Twenty Three (35) Monthly Payments of \$ \_\_\_\_\_ Per Month \$ \_\_\_\_\_  
(Total of monthly payment X35)
- C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company  
\$ \_\_\_\_\_
- D. Effective \$ \_\_\_\_\_  
Total of A+B+C/36months

2015 Ford Utility Police Interceptor AWD 4dr (K8A, 500Q) per Technical Specifications

36 month Lease Term

A. Total Lease Inception Costs Due to Start the Lease \$ \_\_\_\_\_

B. Twenty Three (35) Monthly Payments of \$ \_\_\_\_\_ Per Month \$ \_\_\_\_\_

(Total of monthly  
payment X 35)

C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company

\$ \_\_\_\_\_

D. Effective

\$ \_\_\_\_\_

Total of A+B+C/36 months

- Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Response.
- Respondent understand and agree to be bound by the conditions contained in this Solicitation and shall conform with all the requirements.



**MINIMUM REQUIREMENTS CHECKLIST**

**POLICE VEHICLE LEASING  
ITB No.:20-03-15**

#	Description	Checklist
1.)	The Respondent shall be licensed to do business in the State of Florida.	<b>Attach Copy of Active Sunbiz.org Registration</b>  <input data-bbox="1182 617 1253 680" type="checkbox"/>
2.)	Respondents must be properly registered to practice their profession and licensed to engage in contracting in the State of Florida at the time of Bid submission. The Respondent shall submit copies of the following:  a) <b>Copy of Motor Vehicle Dealer License</b>	<b>Attach Copy of Active License(s)</b>  <input data-bbox="1182 840 1253 903" type="checkbox"/>
3.)	References, at a minimum Respondent must provide at least three (3) references of clients to which it has provided said Services. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, Services within the last five (5) years.	<b>Attach Copy of City Contract Form A-14</b>  <input data-bbox="1182 1138 1253 1201" type="checkbox"/>



**RESPONSE SUBMITTAL CHECKLIST**

**POLICE VEHICLE LEASING  
ITB No.:20-03-15**

This checklist is provided for Respondent’s convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Response received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily completely include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

No.	City Contract Forms	Checklist
1.)	A-1 Public Entity Crimes Affidavit	<input type="checkbox"/>
2.)	A-2 Non- Collusive Proposal Certificate	<input type="checkbox"/>
3.)	A-3 Local Preference Affidavit <i>(optional)</i>	<input type="checkbox"/>
4.)	A-5 Acknowledgement of Addenda <i>(if applicable)</i>	<input type="checkbox"/>
5.)	A-6 Disclosure of Subcontractors & Suppliers <i>(if applicable)</i>	<input type="checkbox"/>
6.)	A-7 Insurance Requirements	<input type="checkbox"/>

All of the City’s Forms can be found on our website at: <http://www.northmiamifl.gov/business/purchasing/forms.asp>. These forms are fill –in forms. Please ensure to include all applicable forms with your Bid documents signed and notarized as required. Emailed forms will NOT be accepted.



**ADDENDUM No. 1**

**MARCH 17, 2015**

Solicitation Title: Police Vehicle Leasing

Solicitation No.: ITB No. 20-03-15 Opening Date: April 16, 2015 at 3 p.m.

Attention all potential bidders:

- Should Addendum:** Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City Contract Form, A-5 Acknowledgement of Addendum(s) and returned with your solicitation submittal.

To all prospective bidders, please note the following changes and clarifications:

1. Cover Page, Additional Information & Clarification Deadline day is April 6, 2015 at 3pm. Questions received after the aforementioned date and time shall be answered at the discretion of the City.
2. Price Bid Form page 22-23, item B in all categories is replaced and revised to the following language:
  - ~~Twenty Three~~ Thirty Five (35) Monthly Payments \$\_\_\_\_\_ Per Month \$\_\_\_\_\_

\*Questions not showing in the addendum are answered in the ITB.

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum



## ADDENDUM No. 2

APRIL 1, 2015

Solicitation Title: Police Vehicle Leasing

Solicitation No.: ITQ No. 20-03-15 Opening Date: April 16, 2015 at 3PM

Attention all potential bidders:

- Should Addendum:** Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City Contract Form, A-5 Acknowledgement of Addendum(s) and returned with your solicitation submittal.

To all prospective bidders, please note the following changes and clarifications:

### 1. Request for Information Questions/Clarification:

**Q.1 Is there another web address that will allow us to download the required form?**

**A.1 Yes; the link embedded in the last paragraph should be replaced with <http://www.northmiamifl.gov/departments/purchasing/forms.aspx> on the Response Submittal Checklist, page 25.**

**Q.2 Pages 16-18 listed the minimum requirements for the vehicles. Will the end user accept similar parts instead of exact?**

**A.2 Only parts specified within the bid will be accepted.**

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum



## Invitation to Bid

### Police Vehicle Leasing

ITB NO.: 20-03-15

#### RESPONSE SUBMISSION DATE AND TIME

April 16, 2015 AT 3:00PM (LOCAL TIME)

#### Sign in Sheet/ Log Sheet

1. The Bancorp

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_



**Invitation to Bid**

**Police Vehicle Leasing**

**ITB NO. 20-03-15**

**RESPONSE SUBMISSION DATE AND TIME**  
April 16, 2015 AT 3:00PM (LOCAL TIME)

Bid Opening

1. <del>The Bancorp</del> 2015 Ford Transit 250 R3X	\$ 1,385 <sup>34</sup>	(49,872 <sup>24</sup> )
2. _____	\$ _____	_____
3. 2015 Ford Sedan Police Interceptor	\$ 872 <sup>04</sup>	(31,393 <sup>44</sup> )
4. 2015 Ford Utility Police Interceptor A0D4 DR	\$ <del>1,100</del> 1,240 <sup>95</sup>	(44,675 <sup>28</sup> )
5. _____	\$ _____	_____
6. _____	\$ _____	_____
7. _____	\$ _____	_____
8. _____	\$ _____	_____
9. _____	\$ _____	_____
10. _____	\$ _____	_____

Stephanie Thomas

3:13 pm



**Contract #:**  
**Contract Title:**  
**Bid Opening Date:**  
**Prepared By:**  
**Reviewed By:**

ITB No 20-03-15  
 Police Vehicle Leasing  
 4/16/2015  
 Linda Julien  
 Shannon Graham

		The Bancorp				
	2015 Quotes	3905 El Rey Road				
		Orlando, FL 32808				
		302-791-5696				
		FEIN: 20-2111361				
ITEM	ITEM DESCRIPTION	Unit Price	QTY	Total	Months	Grand Total
	Leased Vehicles- 36 months					
1	2015 Ford Transit 250 (R3X)	\$ 1,385.34	2	2770.68	36	\$ 99,744.48
2	2015 Ford Sedan Police Interceptor	\$ 872.04	6	5232.24	36	\$ 188,360.64
3	2015 Ford Utility Police Interceptor	\$ 1,240.98	42	52121.16	36	\$ 1,876,361.76
	<b>TOTAL LEASED BID</b>					<b>\$ 2,164,466.88</b>

\* Sole responsible, responsive bidder

\* 2016 vehicles are \$68,781.60 less in price than the 2015 vehicles



	The Bancorp				
2016 Quotes	3905 El Rey Road				
	Orlando, FL 32808				
	302-791-5696				
	FEIN: 20-2111361				
ITEM DESCRIPTION	Unit Price	QTY	Total	Months	Grand Total
Leased Vehicles- 36 months					
2016 Ford Transit 250 (R3X)	\$ 1,367.27	2	\$ 2,734.54	36	\$ 98,443.44
2016 Ford Sedan Police Interceptor	\$ 864.20	6	\$ 5,185.20	36	\$ 186,667.20
2016 Ford Utility Police Interceptor	\$ 1,197.47	42	\$50,293.74	36	\$ 1,810,574.64
<b>TOTAL LEASED BID</b>					<b>\$ 2,095,685.28</b>



# MEMORANDUM

**To:** Neal Cuevas, Police Major  
Police Department

**Cc:** Jorge Manresa, Police Administrator  
Police Department

**Cc:** Shannon Graham, Purchasing Manager  
Purchasing Department

**From:** Linda Julien, Purchasing Agent  
Purchasing Department

5

**Date:** 06/04/2015

**RE:** Invitation To Bid NO.: 20-03-15 Police Vehicle Leasing

## **BACKGROUND**

The City advertised Invitation to Bid 20-03-15 on 3/15/2015 and opened on 4/16/2015. The Bancorp is the sole responsive responsible bidder.

The budget for the vehicles is \$600,000; \$500,000 of which is being paid from the Fleet Vehicle Replacement Fund and \$100,000 from the Reserve Fund.

The Bancorp provides leasing services to various municipalities within the State of Florida. The Purchasing Department contacted the vendor for pricing. The pricing offered to the City of North Miami are within similar price ranges offered to the City of Groveland for the leasing of vehicles. At this time, there are no other leases available for a pricing analysis (See attachment.)

## **RECOMMENDATION**

Recommendation is to award The Bancorp with ITB 20-03-15, Police Vehicle Leasing Services. The Police Department leases vehicles for investigations pertaining to vice, narcotics and organized crime. The contract allows for a variety and classes of vehicles for the Police Department to choose from. The Police Department is requesting to lease twenty-five (25) vehicles in the first year, forty (40) vehicles in the second year and thirty-five (35) vehicles in the third year for a total three year purchase of one hundred (100) vehicles. The total amount is to be determined.

