

CITY OF RANCHO MIRAGE

**69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 324-4511**

**REQUEST FOR PROPOSALS
FOR
VEHICLE FULFILLMENT**

**ISSUED:
April 5, 2023**

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CITY OF RANCHO MIRAGE

**REQUEST FOR PROPOSALS
FOR
VEHICLE FULFILLMENT**

ANNOUNCEMENT:

The City of Rancho Mirage (“City”) invites proposals from qualified, competent, knowledgeable, and experienced companies that will sell vehicle(s) to the City and administer the duties and responsibilities set forth in this Request for Proposals (“RFP”), in compliance with all applicable laws, regulations, policies and procedures. Firms submitting proposals must be prepared to immediately enter into a contract or contracts for purchase and sale of vehicles equipped with the specifications set forth in this RFP.

PROPOSALS/OFFER SUBMITTAL:

Proposals will be accepted until **5:00 p.m. on Wednesday, April 26, 2023**, and each must be submitted in a sealed envelope plainly marked on the outside **"SEALED PROPOSAL FOR VEHICLE FULFILLMENT - DO NOT OPEN WITH REGULAR MAIL"** to:

The City of Rancho Mirage
Attn: Justin Ruberg, Streets & Fleet Manager
69825 Highway 111
Rancho Mirage, California 92270

OR if by EMAIL to: justinr@ranchomirageca.gov

All electronic submittals shall include in the subject line **“RFP FOR VEHICLE FULFILLMENT.”** It shall be the responsibility of proposer to ensure the electronic delivery is successful prior to deadline for submissions.

VEHICLE(S) SPECIFICATIONS:

The selected company shall sell to the City the vehicle(s) equipped with at least the following specifications:

- **One (1) New – White 2023 Ford F-150 XL 2WD Super Crew 5.5’ Box package**

Other:

- Three (3) spare keys

REQUIREMENT:

Vehicle must be delivered no later than one week after receiving City issued Purchase Order (PO).

GENERAL INSTRUCTIONS FOR SUBMITTAL:

A. Proposal Submittal:

The proposer shall submit one (1) original and three (3) copies by **5:00 p.m. (Pacific Standard Time), Wednesday, April 26, 2023, to:**

The City of Rancho Mirage
Attn: Justin Ruberg
69825 Highway 111
Rancho Mirage, California 92270

Or, if by email, one (1) proposal copy to: justinr@ranchomirageca.gov

B. Due Date and Time:

Proposals submitted after **5:00 p.m. on Wednesday, April 26, 2023**, may, at the sole discretion of the City, be rejected as non-responsive and returned without review. For a proposal to be considered on time, it must be date stamped by City staff upon receipt. At the discretion of the City, a "late" proposal may be considered only if a selection cannot be determined from among proposals received on time. The City shall not be responsible for, nor accept any as a valid excuse, any delay in mail service, or any other method of delivery used by the proposer. All proposals shall be enclosed in a sealed envelope with the words clearly written on the front, "**SEALED PROPOSAL FOR VEHICLE FULFILLMENT - DO NOT OPEN WITH REGULAR MAIL**" Or if via email, pursuant to the instructions above. Failure of the proposer to properly identify the sealed envelope or email proposal as described may result in the proposal being considered non-responsive. All proposals shall be firm offers subject to acceptance by the City and may not be withdrawn for a period of thirty (30) calendar days following the last day to accept proposals. Proposals may not be amended after the due date except by consent of the City. All proposals must clearly address all of the requirements outlined in this RFP. Each proposal shall be limited to twenty (20) pages and must include a minimum of three (3) references, which include the address, telephone number, and email address of each reference. Resumes and brochures may be added to the proposal, provided they are located in an appendix at the back of the proposal. Should the proposer have concerns about meeting any noted requirements, the proposer shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

C. RFP Addenda and Clarifications in Written Comments

Written comments or questions from proposers must be submitted in writing and received by **5:00 p.m. on April 12, 2023** (“Addendum Due Date”), and must be submitted via the following approved written methods addressed to **Justin Ruberg, Streets & Fleet Manager**:

1. At email justinr@ranchomirageca.gov, or
2. Via fax to (760) 324-8830, or
3. Via mail, as long as the correspondence is received, and date stamped by the City on or prior to the Addendum Due Date.

Any questions raised verbally shall not be addressed by the City. Submittal of written comments or questions shall not be considered by the City unless submitted in an approved method on or before the Addenda Due Date. Written comments or questions received via approved method and within the time prescribed herein will be addressed by the City’s issuance of an addendum. Notwithstanding anything else herein, if it becomes necessary for the City to revise any part of this RFP, or to provide clarification or additional information after this RFP has been issued, a written addendum will be posted and published on the City’s website, <http://www.ranchomirageca.gov>. All addenda shall become part of the RFP.

D. Pre-contractual Expenses:

The City shall not be responsible for, under any circumstances, any claims of expenses necessary for the proposer to receive, evaluate, complete, and deliver the proposal. The proposer should also not include any pre-contractual expenses or fees in the proposal.

E. Conflicts of Interest:

The proposer affirms that to the best of his or her knowledge, there exists no actual or potential conflict between the company’s business or financial interests, and any commissioner, officer, employee, or agent of the City.

F. Proposed Contract:

The City shall enter into a contract with the selected company for purchase of the vehicles described in this RFP utilizing the selected company’s standard agreement for purchase of vehicles (“Standard Agreement”).

G. California Public Records Act

All materials provided to City in response to this RFP may be subject to disclosure in accordance with the California Public Records Act (California Government Code Sections 6250 et seq.).

PROPOSAL FORMAT AND CONTENT:

A. Presentation

Proposals shall be submitted in an 8 ½" x 11" format, fastened with an effective method or equivalent electronic format.

B. Proposal Content

1. Transmittal Letter

- a. Contact information, identification of firm, name and email address and telephone number;
- b. A statement to the effect that the proposal will remain valid for thirty (30) days from the due date for the proposals
- c. Acknowledgement of receipt of addenda, if any;
- d. Signature of person authorized to bind the terms of the proposal.

2. Table of Contents

Following the transmittal, provide a table of contents for the proposal.

C. Cost and Price

This section shall disclose all charges, fees, deposits, and taxes to be assessed and/or charged to the City as will be reflected in the Standard Agreement.

D. Appendices

Furnish as appendices, supporting documentation as requested.

PROPOSAL EVALUATION AND CONTRACT AWARD:

Following a review of the proposals, the City shall determine whether to award the contract to a particular bidder or to reject all proposals. The award of contract, if made,

shall be to the lowest responsible and responsive bidder as determined solely by the City. Additionally, the City reserves the right to reject any or all proposals, and to accept any bid or portion thereof, to waive any irregularity in the offers received, all as may be required to provide for the best interests of the City. In the event of any such rejection, or in the event a proposer's offer is not rejected but does not result in contract award, the City shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal.

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