

**TOWN OF HARTFORD, VERMONT
REQUEST FOR PROPOSALS
ELECTRIC VEHICLE FOR TOWN FLEET**

ISSUANCE: February 8, 2019

RESPONSES DUE: March 4, 2019 at 4:00 PM (EST); Bid Opening to Follow

PAPER SUBMITTALS REQUIRED. See “Section 6. Submittal Instructions” for more details. Must submit four (4) copies of Proposal to:

Town of Hartford
c/o Town Manager’s Office
171 Bridge Street
White River Junction, VT 05001
(802) 295-9353

Contact: Geoff Martin, Energy Coordinator
Department of Planning and Development Services
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
802-295-9353, ext. 223; gmartin@hartford-vt.org

Disclosure: *Proposals shall be kept confidential until a contract is awarded. The Town of Hartford reserves the right to request clarification of any proposal term from prospective vendors. Selected vendor(s) will be notified in writing. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the Town of Hartford reserves the right to negotiate a contract with another vendor or withdraw the RFP.*

1. Overview of the Project

The Town of Hartford (Town), in keeping with its Five Year Energy Action Plan and longer-range Comprehensive Energy Plan, as well as Vermont State policy, is seeking to acquire an electric vehicle (EV) for the Town vehicle fleet. The Town is looking for proposals with options for leasing an EV, and seeks to schedule delivery of the EV as soon as possible following the award.

2. Acronyms/Definitions

“EV” – Electric vehicle

“Town” – The Town of Hartford, Vermont

“Vendor” – organization/individual submitting a proposal in response to this RFP

3. Scope of Project

1. Provide pricing on all requirements as outlined in “General Requirements”. Additionally, if a Vendor is proposing above the minimum requirements, please state these enhancements, the reasoning behind them, and provide itemized cost for each enhancement in “Exhibit A”.
2. Provide warranty information.
3. Deliver EV as soon as possible following the award, with a preferred delivery no more than two (2) weeks after contract authorization.

General Requirements:

The Town is seeking proposals based on the three (3) options in the bulleted list below. Vendors should submit a proposal **for each option**. If Vendor **cannot** provide a proposal for one or more of the options, indicate N/A on the Cost Proposal Form at Exhibit A.

- 12 month closed-end lease, with options to extend, trade in, and/or purchase vehicle at end of lease
- 24 month closed-end lease, with options to extend, trade in, and/or purchase vehicle at end of lease
- 36 month closed-end lease, with options to extend, trade in, and/or purchase vehicle at end of lease

Minimum Vehicle Requirements:

Fuel	Electric
Range	200 miles**
MPGe combined city/highway	110
Model Year	2019
New	Yes
DC fast charge capable	Yes
Door count	4
Seating Capacity	5
Air conditioning	Automatic
Tires	All-season

****NOTE: The Town strongly desires to lease a vehicle with a longer range** than the range specified in the “Minimum Vehicle Requirements” below, but recognizes that there are currently very few vehicles with a range of 200+ miles. Therefore, Vendors may propose a vehicle with a range of less than 200 miles, but **must** include option(s) for early termination and/or vehicle trade in after 12 months in order to provide the Town with the opportunity to take advantage of newer models with longer range. This condition does not apply for proposals that meet the Minimum Vehicle Requirements.

Additional Desired Features:

- Portable charge cable up to 240 V
- Navigation system with ability to locate charging stations

Warranty

Proposals should also include, as part of the proposed price, a minimum warranty of:

Basic Miles	36,000
Powertrain Months	60
Powertrain Miles	60,000

Details of proposed warranty must be included in Appendix A.

Delivery schedules shall be part of the consideration, with delivery preferred within two (2) weeks of contract authorization. Time of delivery must be stated in definite terms, and must be met. Once a Vendor has been selected for award, the Town reserves the right to renegotiate delivery terms based on changing situations.

4. Proposal Evaluation Process Timeline

Event	Date
Request for Proposals Issued	February 8, 2019
Questions Due to Town	February 25, 2019
Proposals Due to Town	March 4, 2019
Vendor Selection	March 18, 2019

NOTE: These dates represent a tentative schedule of events. The Town reserves the right to modify these dates at any time, with appropriate notice to prospective vendors.

5. Proposal Format

Vendor Background & Experience:

- Brief background of the company.
- Provide three (3) current references in the Proposal. References provided shall include the customer’s company name, title, email address and phone number of the point of contact who can verify that the Vendor has successfully provided the services as defined in this RFP.

Scope of Work:

A written description of the proposed EV(s) including:

- Comprehensive specifications (make, manufacturer and model numbers of equipment).
- Key vehicle features, including but not limited to those detailed in the “Minimum Vehicle Requirements” in Section 3 of this RFP.
- Additional features proposed, if applicable.
- Description of manufacturer and/or dealership warranty.
- Detailed description of lease terms, including mileage limit, wear and tear terms and conditions, and lease end options and terms.
- Delivery schedule.

Pricing Proposal:

Please complete the Cost Proposal Form, Exhibit A. Include all discounts on the Vehicle Cost, which may include but are not limited to manufacturer, dealership, and Green Mountain Power incentives, and federal tax credits passed through to the Town. Include the itemized cost of proposed “Additional Desired Features”, if applicable. Vendors may include more than one scenario for each proposal option described in the “General Requirements” section.

Additional Items:

- The proposal must be signed by the individual(s) legally authorized to bind the Vendor.
- If complete responses cannot be provided without referencing supporting documentation, such documentation must be provided with the proposal and specific references made to the tab, page, section and/or paragraph where the supplemental information can be found.

6. Submittal Instructions

For questions regarding this RFP, submit all inquiries via email to gmartin@hartford-vt.org by February 25, 2019. Responses to the questions will be posted on the [Town of Hartford website](#) no later than February 27, 2019. All proposers are recommended to visit the above mentioned Town of Hartford website on a regular basis as responses will be posted when available.

Paper submittals are required. Vendors interested in this Project must submit four (4) copies of their Proposals to:

Town of Hartford
c/o Town Manager's Office
171 Bridge Street
White River Junction, VT 05001
(802) 295-9353

Proposals must be submitted in sealed envelopes with the following information clearly printed on the outside:

Name and address of prime Vendor
Due date and time
Envelope contents
Electric Vehicle Bid

Submission of a bid by a Vendor shall be accepted as prima facie evidence that he/she has examined the specifications and has satisfied him/herself as to the nature and location of the work and all matters which can in any way affect the work or cost thereof under this proposal.

Disclosure: Proposals must be received by 4 PM on March 4, 2019. Proposals that do not arrive by the specified date and time WILL NOT BE ACCEPTED and will be returned unopened. Vendors may submit their proposal any time prior to the above stated deadline. Email or fax submissions will not be accepted.

At its sole discretion, the Town may reject incomplete proposal submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal. Nothing in this request for proposals implies a contractual obligation with any firm, nor will the Town reimburse costs for submittal preparation.

7. Proposal Evaluation & Award Process

The Town reserves the right to award a contract as may be deemed in its sole discretion to be in the best interest of the Town but will otherwise be awarded generally based upon criteria described below. The Town reserves the right to waive any irregularity relating to RFP's, submissions, timelines, etc.

Bid will be awarded primarily based on the lowest cost for the options selected by the Town. Other factors may include, but are not limited to the Vendors' Better Business Bureau rating, references, experience working with municipalities, and ability to meet delivery schedule.

8. Contracting

The Vendor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Vendor is registered with the Secretary of State's Office. The successful Vendor will be expected to execute sub-agreements for each subcontractor named in the proposal upon award of this contract.

Prior to signing the contract, the Vendor shall provide the Town with a completed W-9 form and provide proof of Insurance Coverage in accordance with this Request for Proposal requirements. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any firms, they may appeal in writing to:

Town of Hartford
c/o Town Manager's Office
171 Bridge Street
White River Junction, VT 05001

The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town is final.

The cost of preparing, submitting and presenting is the sole expense of the firm. The Town reserves the right to reject any and all proposals received as a result of this solicitation or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This Request for Proposals in no way obligates the Town to award a contract.

9. Additional Terms, Conditions, and Exceptions

Vendor agrees that failure on its part to list all cost components related to the lease will not be accepted by the Town as an acceptable justification to re-quote the proposal. Vendor acknowledges that the original proposal and costs provided stand. ***However, dealer has the option of withdrawing a proposal at any time until a final contract is executed.***

The Town reserves the right to cancel or renegotiate the lease any time prior to an order being submitted.

Any evidence of agreement or collusion among dealers acting to illegally restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Dealer's void.

The Vendor is subject to all applicable Federal, State and Local Laws, regulations, ordinances, codes, and orders relating to safety and health, and the environment. All references shall be the latest edition, amendment, and/or revision of such reference standards in effect as of the date of these specifications.

Indemnification

The Vendor shall defend, indemnify and hold the Town harmless against: any injury, death, loss, suit or claim, including expenses and attorneys' fees arising from any negligent action or omission on the sole part of Vendor and its Subcontractors in connection with the Project(s).

We thank you for your interest in this RFP and look forward to hearing from you.

Electric Vehicle 36-Month Lease Information*

Make:

Model:

Model Year:

Specific configuration (s), trim, or packages (if applicable)	Standard warranty	Additional warranty (include price if additional cost)	Vehicle Cost	\$ Due at signing	Monthly lease payment	Residual value	Mileage per year & overage charges	Disposition fee	Additional features (include itemized cost, if additional)

***If proposing a lease period of greater than 12-months for a vehicle with a range of less than 200 miles, please provide terms for early termination and/or trading in for a newer model with longer range:**