

Roaring Fork Transportation Authority Request for Proposal – Fleet Leasing Program

Section A. Overview

Introduction

This Proposal shall be consistent with and governed by Roaring Fork Transportation Authority (RFTA) Procurement Code (the Code), its purposes and polices. See Appendix I for Procurement Code sections applicable to this Proposal. If there are any discrepancies between this document and the RFTA Procurement Code, the Procurement Code will govern.

Background and objectives

The Roaring Fork Transportation Authority is a Colorado Public Transit System established under Colorado Statutes/TITLE 43 TRANSPORTATION/FINANCING/ARTICLE 4 FINANCING/PART 6 REGIONAL TRANSPORTATION AUTHORITY LAW.

For further detail including audited financial statements and adopted budgets of the Authority please visit www.rfta.com, and access the link “About RFTA” located on the left side of the web page. The budget contains historical information, operating details and organizational information.

The Roaring Fork Transportation Authority (the Authority) seeks to obtain proposals to provide capital lease financing as described in this Request for Proposal (RFP). This RFP establishes general terms and conditions that should form the basis of each offeror’s proposal, and the Authority will tentatively select a successful offeror on the basis of the submitted proposals and the evaluation approach described in this RFP. However, the Authority hereby notifies all prospective offerors that it reserves the right to enter into discussions with the tentative awardee to negotiate appropriate tailoring of the selected proposal and to create a finalized set of terms and conditions for the contract. The Authority is taking this approach because the nature of the requirements and the varied details concerning how they might be satisfied by different contractors may necessitate additional clarification. By submitting a proposal in response to this RFP, a prospective offeror agrees to this condition.

Additionally, The Roaring Fork Transportation Authority is also completing capital lease financing with Citicapital Municipal Finance in the amount of approximately \$2.5 million for an employee housing complex located in Carbondale, Colorado.

Finally, the Authority is completing a capital lease arrange for approximately 6 administrative vehicles with Enterprise leasing.

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Section B. General Requirements

- The term of the lease is between 8-10 years;
- The Authority seeks to secure capital lease financing for 3 diesel buses with the following prices:
- Bus #1 is \$352,490; Bus #2 is \$345,510 and Bus #3 approximately \$425,000 for a total financing of \$1,123,000;
- The estimated useful life of the bus is approximately 12 years and 500,000 miles, averaging 60,000 miles annually;
- The Authority requires ownership of the buses at the end of the lease.
- The Authority would like to complete the funding by the 20th of April, 2008.

NOTE: Be advised that lease arrangements contemplated to extend more than one year will be subject to availability of appropriations as described in Section G, 1) Notice Regarding Availability of Annual Appropriations.

The Authority will tentatively select a successful offeror by , March 21, 2008 and will finalize a negotiated agreement within 5 days thereafter with planning meetings to begin March 24, 2008.

Section C. Proposal Due Date: 5:00pm Mountain Standard Time, March 21, 2008.

Section D. Submittal Information to:

Email: jtangen@rfta.com (preferred method)

or

Post: Roaring Fork Transportation Authority
Finance Department
Attention: Controller
0766 Industry
Aspen, CO 81623

Section E. Vehicle Specifications

Bus #1 MCI 2006 D4500 Commuter Coach

Bus #2 MCI 2006 D4500 Commuter Coach

Bus #3 MCI Commuter Coach

Section F. Delivery schedule of Vehicles

Bus #1 and #2 have been delivered and accepted as of February 27, 2008.

The terms of payment for Bus #1 and #2 is 60 days. The Authority prefers that the funding of the lease will be paid directly to the vendor.

The Authority would like to secure financing/ funding of the third vehicle to be paid at a later date.

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Section G. Contract Administrative Data:

Points of Contact for Contract Administration

The following individuals are designated as primary points of contact for matters related to this contract.

For the Contractor: *(offeror to insert information)*

Name: _____

Title: _____

Phone: _____

E-mail address: _____

For the Authority:

Title: Director of Finance

Phone: (970) 384.4954 or jtangen@rfta.com

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Section G. Contract Administrative Data (continued):

1) Notice Regarding Availability of Annual Appropriations

Orders placed under this contract will be funded by annual appropriations. Regulations permit agencies to obligate annual appropriations for a period not exceeding twelve months, and the Authority is budgeting resources for this program and intends to obligate amounts sufficient to cover projected payments over twelve-month periods coinciding with the ordering periods. Depending on the negotiated alternative selected, orders may be subject to availability of appropriations for future fiscal years. State law prohibits agencies from obligating the Government to make payments in advance of appropriations, i.e., beyond the permitted twelve-month window. Notwithstanding, the Authority does indicate, by placement of orders under this contract, its intent to continue to lease the ordered vehicles for the length of time specified in the contract. Other than for reasons of default or convenience as authorized by applicable termination clauses, the parties acknowledge that orders will be canceled, and obligations of the parties will cease, only in the event of non-appropriation or if the Authority's requirement no longer exists.

2) Payment Provisions

The Authority desires to minimize administrative burdens associated with making payments on the number of vehicles ordered under this contract. Therefore, the Authority is willing to consider two payment approaches, **and the offeror should indicate whether it is willing to accept either or both.** Rent is payable only for the time the vehicle is in the Authority's possession.

Periodic payments

Not earlier than the first working day of each period (quarterly or monthly), the Contractor shall submit a periodic monthly invoice for payment. A month shall be interpreted as 30 days for purposes of this computation.

Advance annual payment alternative

The Authority will consider making annual payments in advance if the offeror proposes a discount for such payments.

3) Invoice Instructions:

Detailed invoicing instructions will be negotiated between the Authority and the tentatively selected awardee. Any credits due the Authority shall be separately identified on the invoice and shall be applied against outstanding charges due to the Contractor.

Section H. Special Contract Requirements

1) Order of Precedence:

The terms and conditions of this contract take precedence over any lease documents that may be signed by the Authority.

2) Insurance and Liability:

- The Authority will maintain the same, usual and customary, insurance on these leased vehicles as it does on all its fleet of comparable vehicles; see appendix III for certificate of liability insurance on current fleet of buses.

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Section I. General Instructions to Offerors

Offerors should submit their proposals to the Authority by email to jtangen@rfta.com (preferred method) or in a sealed envelope to:

Finance Department
Attention: Finance Director
0766 Industry Way
Carbondale, CO 81623

Proposals should be submitted under company letterhead stationery with the information required in this RFP. As a minimum, proposals must include the following:

1. Points of contact for this proposed contract, as required by Section G-1. Indicate primary point of contact for negotiations, if different than the individual(s) identified in G-1.
2. Include any Lease Agreements that the Authority would be required to sign. The lease agreements will be reviewed by the Authority before any award will be announced.

Section J. Evaluation of Proposals:

1. The Authority intends to evaluate proposals based on initial written presentations and to make a tentative selection of a successful offeror with whom the Authority will then engage in negotiations to finalize a contract. The Authority does not intend to enter into discussions with all offerors. However, if the Authority is unable to successfully complete negotiations with the tentatively selected offeror, the Authority reserves the right to initiate discussions with the offeror it believes has presented the next most advantageous proposal and further reserves the right to reject any and all proposals, and, the Authority will be the sole judge as to whether the offerors' proposal has or has not satisfactorily met the requirements of this RFP.
2. The Authority intends to make award to an offeror determined to present the best value to the Authority. Offerors will be evaluated in the following areas, in descending order of importance:
 - Total anticipated cost to the Authority.
 - Technical Capabilities: This criterion considers the ability of the contractor to meet the Authority's stated requirements.
3. The contract shall be awarded to the responsive and responsible vendor whose proposal is determined to be most advantageous to the Authority. The Authority is not bound to accept any proposal based on price alone but will make an award based on the evaluation factor set forth herein.

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Appendix I – Procurement Code

The Procurement Code required clauses section applicable to this contract have been provided under separate word file.

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Appendix II – Vehicle Specifications

See separate PDF file named “Vehicle Specifications”.

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Appendix III – Insurance coverage on current fleet of buses

See separate PDF file named “Insurance coverage on current fleet of buses”.