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CITY OF DANA POINT
33282 Street of the Golden Lantern, Dana Point, CA 92629

NOTICE REQUESTING PROPOSALS

Notice is hereby given that the City of Dana Point, as AGENCY, invites sealed proposals for **RFP** and will receive such bids in the Public Works and Engineering Department, City of Dana Point, 33282 Street of the Golden Lantern, Dana Point, California, 92629, up to the hour of **2:00 PM on March 10, 2017 with a non-public opening.**

General Information

The City of Dana Point is seeking proposals for the following services:

Pilot Program - Vehicle Fleet Management Services

Proposals shall be delivered to the Public Works and Engineering Department, City of Dana Point, 33282 Street of the Golden Lantern, Suite 212, Dana Point, California, 92629. Proposals will be received until **March 10, 2017 at 2:00 PM. with a non-public opening.** Proposals received after the appointed time and date will be returned unopened to the sender.

The AGENCY reserves the right to reject any and all proposals or portions thereof, or to waive any informality in the RFP process. No proposal or any portion thereof may be withdrawn for a period of ninety (90) calendar days after due date.

Proposal documents may be obtained at the Public Works and Engineering Department, City of Dana Point, 33282 Street of the Golden Lantern, Suite 212, Dana Point, California, 92629. Telephone (949) 248-3554. Only complete sets will be issued.

By order of the City of Dana Point, California.

Robert French
Streets and Fleet Manager

2.0 PURPOSE OF THIS RFP

The City of Dana Point (City) is seeking proposals from qualified companies to provide fleet vehicle services. These services will include vehicle leasing and fleet vehicle management. The City intends to award one or multiple contracts. The Service Provider will be asked to bid 36, 48, and 60 month term lease. (The term of the contract will be for one year with four option years.) Bidders will submit pricing for the first ordering period and the following year's adjustment factor in response to this RFP. This RFP establishes a general scope and terms of services that should form the basis of each bidder's proposal, and the City will tentatively select a successful bidder on the basis of the submitted proposals. However, the City hereby notifies all prospective bidders that it reserves the right to enter into discussions with the tentative awardee to negotiate appropriate tailoring of the selected proposals and create a finalized set of terms and conditions for the contract. The City is taking this approach because the nature of the requirements and the varied details concerning how it might be satisfied by different Service Providers may necessitate additional clarification. This RFP is the means for prospective Service Providers to submit their proposals to the City for the services necessary to provide a complete fleet vehicle service program as described in this document.

RFP TIMELINE

RFP Available: February 23, 2017

RFI (Request for Information) Deadline: March 6, 2017

RFP Due: March 10, 2017

RFP Evaluation: Week of March 13, 2017

Council Approval: TBD

3.0 SCOPE OF SERVICES

The scope of services the City is seeking under this section includes the following:

- Vehicle Leasing Services
- Fleet Vehicle Maintenance and Management Services
- Insurance/Accident Management

Services listed below will be considered minimum and must be identified and addressed in your proposal:

3.1 Vehicle Leasing:

The number of vehicles to be considered as part of the leasing portion of this RFP will be a minimum of 4 vehicles with an estimated fleet of 25-35 vehicles over the 5 year period.

Other terms and conditions are as follows and shall be included as part of the bids:

- 3.1.1 Vehicle lease terms shall be for a base period of 36, 48 and or 60 months from the award date for the first year and include 4 additional ordering periods. The Service Provider will be asked to provide pricing for a 36, 48, 60 month leases at both 7K miles and 15K miles per year. See Exhibits A and B price sheets. Exhibit C includes all the required vehicle specifications.
- 3.1.2 The City reserves the right to order other types of vehicles through this contract other than what has been quoted.
- 3.1.3 These vehicles will be irrevocably quoted. In addition, the City reserves the right to adjust mileage and depreciation rates per vehicle at the time of each vehicle that is leased.
- 3.1.4 Leases are open ended with no mileage restrictions.
- 3.1.5 Vehicles must be depreciated at either 1.35% or 1.5% per month as agreed to with the City at the time of each vehicle that is leased.
- 3.1.6 List all other applicable charges.
- 3.1.7 The City may extend the term of this Agreement by written notice to the Service Provider within 90 days prior to the expiration of the current agreement.
- 3.1.8 30 days prior to the expiration or termination of orders against this contract, the Service Provider must supply End of Term Balance and Estimated Resale Value of the vehicles at the end of the 36, 48, or 60 month term.
- 3.1.9 30 days prior to the expiration or termination of orders against this contract, the Service Provider will contact the City to determine whether the vehicles should be returned to the same place where delivery was accomplished or to a destination mutually agreeable to both parties.
- 3.1.10 30 days prior to the expiration or termination of the orders against this contract, the Service Provider will provide the City with the estimated current market value of the orders considered for termination.
- 3.1.11 The Service Provider will provide a written inspection report dated by both the City and the Service Provider within 5 days after the termination or expiration of the contract period for that vehicle.
- 3.1.12 Within thirty (30) days after receipt of the vehicles, the Service Provider shall present the City with at least two of the highest bids for the vehicles.
- 3.1.13 Funds received by the Service Provider for disposing of the leased vehicle shall be used to reconcile the remaining reduced book value and any other fees remaining on the vehicle(s). Any and all adjustments will be made to the City. Any deficits below this amount will be the responsibility of the City.
- 3.1.14 The City may choose to extend the lease term of the vehicle by an additional period of time found mutually agreeable to each party 30 days prior to the expiration of termination of the order. The Service Provider will provide adjustments, if any, to the lease payments along with new reduced book values at the end of the extension period.

- 3.1.15 Pricing will be for the duration of the contract period and for the length of any lease entered into during the contract period. It shall include all costs associated with the preparation of all paperwork necessary to procure and the actual procurement of all vehicle titles, licenses, and any other miscellaneous fees.
- 3.1.16 Leased vehicles shall be those of the current model year as determined by the date on which the vehicles are formally requested.
- 3.1.17 Vehicle warranty will be bumper to bumper for a minimum of 3 years or 36,000 miles.
- 3.1.18 All pre-delivery vehicle servicing will be performed in accordance with accepted new car delivery preparation standards.
- 3.1.19 Where applicable, each vehicle shall be equipped with all legal devices required for highway operation and meet all Department of Transportation, State of California, CALOSHA, and Federal standards and requirements.
- 3.1.20 All vehicles must meet California Emissions Standards.
- 3.1.21 The Service Provider shall submit a monthly invoice for payment due for all vehicles and services from the past month. For vehicles in the City's possession for the entire month, the Service Provider shall invoice at the full monthly amount shown in the contract. For vehicles in the City's possession for a partial month, the Service Provider shall invoice at a pro rata share of the monthly amounts based on the number of days the vehicle was in the City's possession. A month shall be interpreted as thirty days for the purposes of this computation. Rental payments do not begin to accrue until the City accepts delivery of the vehicle, and will be payable only for days the vehicle is in the City's possession, and shall cease upon return of the vehicle to the Service Provider.

3.2 Fleet Vehicle Management:

The Service Provider will be asked to provide:

- A. Driver support to coordinate repairs and minimize vehicle downtime
- B. Cost and quality controls for vehicle repairs
- C. Fleet management support and recommendations
- D. Quarterly metrics for costs and service
- E. Project Organization and Management
- F. Driver Safety Program

3.2.1 Preventive Maintenance (PM)

The Service Provider will provide a preventive maintenance schedule with notification and documentation and a process for repair discovery during PM Service. The Service Provider must have a process of preventive maintenance in place that documents the service from initiation through closure.

- 3.2.1.1 All factory recommended preventative maintenance services as pre-scheduled and prescribed by the original equipment manufacturer to be performed at industry standard interval.
- 3.2.1.2 All incidental and parts required for the preventative maintenance (fluids, belts hoses, ignition and emission components, etc.).

3.2.2 Maintenance and Repair

The Service Provider will provide the following included services:

- 3.2.2.1 A network of maintenance and repair facilities at or around Dana Point, CA.
- 3.2.2.2 Vehicle maintenance procedures for services are included in the firm's maintenance program.
- 3.2.2.3 Processes for tracking services and reporting of any maintenance markups.
- 3.2.2.4 A process for documenting the vehicle repair service from initiation to closure.
- 3.2.2.5 A quality assurance program for all services.
- 3.2.2.6 Strategies for minimizing repair times and driver downtime.
- 3.2.2.7 A process for monitoring the repair process (time, labor rates, parts used, quality of repair and driver satisfaction).
- 3.2.2.8 A support process in the event that a vehicle requires repair service but is under a manufacturer or repair facility warranty.
- 3.2.2.9 The following maintenance and repair related information/reports for the City:
 - 3.2.2.9.1 Monthly Reports, Summary cost reports (body repairs, mechanical repairs, glass, car rentals, etc.), Custom Reports as Requested, and Information Processing.
 - 3.2.2.9.2 Quarterly Metrics, the City trends (average cost of repairs, average number of days for repairs, etc.), the City performance vs. other accounts, Service Provider performance vs. Industry (average cost of repairs, average number of days for repairs, etc.), the City opportunities.
 - 3.2.2.9.3 A warranty monitoring and management warranty claim service, including a process to secure extended warranty (out of warranty) non-warranty items.

3.2.3 Customer Service that includes the following:

- 3.2.3.1 A local contact person available Monday – Friday 7am -5pm PST

3.2.3.2 Quarterly, semi-annual or annual fleet reviews for clients.

3.2.3.3 Emergency roadside assistance 24x7

3.2.4 Project Organization and Management

3.2.4.1 The Service Provider shall establish and maintain an appropriate organizational structure to enable the management of the program. Documentation supporting the Service Provider's ability to service the contract (including but not limited to office location, Service Provider network, leasing location) should be included with the

3.3 Insurance and Accident Services: Services should include:

3.3.1 Insurance. The City intends to be responsible for providing commercial automobile liability insurance, or an equivalent self-insurance program, covering its liability, property damage and any damage to the vehicle arising out of the operation of each vehicle with limits of liability of \$2,000,000 on any one accident or loss. As noted in Section 3.4.2, the City may require the Service Provider to obtain the required liability insurance as part of the lease.

3.3.2 Service Provider Insurance. The City may request that the Service Provider provide commercial liability insurance as noted in Section 3.4.1, and, therefore, requires that the Service Provider include a quote for the cost of providing commercial automobile liability insurance. Said insurance would be primary and non-contributory with the City's insurance, and would indemnify the City and defend the City, its employees, officials, and agents from any claims or lawsuits brought against the City, arising out of the operation of each vehicle with limits of liability of \$2,000,000 any one accident or loss (legal defense costs are to be in addition to the limits of liability), as well as the cost of accident investigation, claim administration services, and other items as follows:

- As part of the accident administration, the Service Provider will be required to receive telephonic reports of all accidents involving property damage.
- Provide the City with monthly loss reports listing any reported claim or lawsuit with a reserve for expected liability and defense costs.
- Cooperate with the City.
- Administration and defense of any claims or lawsuits arising from the operation of a vehicle.

The Service Provider would also be responsible for all administrative details for all accident reports/repairs, subrogation and insurance processes, if the City requires the Service Provider to provide insurance, including, but not limited to:

- Provide Towing arrangements if needed

- Provide for car/van rental arrangements
- Provide Appraisals and photographs
- Address Salvage of a vehicle if required
- Provide Claims recovery assistance
- Provide Coordination of subrogation and loss recovery
- Provide Third party physical damage claims
- Provide all Reporting associated with accident, repair, subrogation claims, recoveries and legal proceedings involving physical damage to the vehicles, and
- Produce and Provide Accident activity reports

4.0 RESPONDING TO THIS RFP

4.1 Form of Submittal:

In order for a Proposal to be considered responsive and acceptable for evaluation by the City, the Proposal must contain the following information and be submitted according to the following guidelines:

- 4.1.1 Proposal shall consist of, and be organized into the following four (4) parts, prepared and submitted as described in more detail below:
1. Service Provider Information
 2. Technical Proposal
 3. Cost Proposal
 4. Copy of Proposed Lease Agreement
- 4.1.2 Please mark the **visible outside surface** (i.e. the outside surface of overnight courier package or other container) of the materials you submit to the City with the words "Vehicle Fleet Management Services
- 4.1.3 Materials should include three (3) hard copies of the Proposal, each including a completed copy of the Price Proposal Form given in Exhibits A and B, and the proposed lease agreement. They also should include a single hard copy of the Payee Data Record. These are more fully described below:

4.2 Part 1: Service Provider Information:

- 4.2.1 Overview of your organization.
- 4.2.2 Names, addresses, and telephone numbers of five (5) client references for whom the Service Provider has provided similar services at some point in the last 18 months. By virtue of submission of the Service Provider's Proposal identifying said clients, Service Provider thereby releases the City and said clients from any liability for any and all claims of harm caused to Service Provider's reputation by virtue of said discussions.

4.3 Part 2: Technical Proposal:

- 4.3.1 Describe the team you propose to assemble to manage the City account, perform the fleet management services, and handle the daily order processing/tracking, invoicing and related contract administration.
- 4.3.2 Provide resumes describing the background and experience of the key staff you intend to assign for the performance of the work, describing each individual's ability and experience in conducting the proposed activities.
- 4.3.3 **Review Section 3 (Scope of Services) of this RFP and respond point-by-point to each of the requirements.** Indicate if you can meet the requirement or not, or if you can meet the requirement only under certain conditions or circumstances. If you are not able to meet the requirement, please briefly explain why, noting any concerns or issues we should be aware of. If you are able to meet the requirement, please provide further details, as appropriate, on how you plan to do so. For each response, please reference our Section 3 paragraph number.
- 4.3.4 Provide any additional information you believe should be considered in the evaluation of your proposal.

4.4 Part 3: Price Proposal:

- 4.4.1 Proposal should include the proposed fee schedule for all vehicle fleet management services specified in RFP Section 3.0 (Scope of Services). It should also have completed cost items in the attached Exhibits A and B.
- 4.4.2 Provide pricing in the form of Fixed Prices. The prices you offer must be firm, fixed prices and rates for the three, four or five year periods, beginning in, and are not subject to change during those time periods.
- 4.4.3 The City prefers fixed prices rather than hourly rates wherever possible.
- 4.4.4 The City reserves the right to use this contract in the future to quote other vehicle pricing as our vehicle requirements may change.

4.5 Part 4: Copy of Proposed Lease Agreement:

A copy of the Lease Agreement under which you propose to provide vehicles:

The Service Provider's lease agreement must not require any prepayment for the goods and services to be provided hereunder.

The Service Provider's lease agreement shall not specify the payment of any finance charges or interest on the part of the City.

Responsive Proposals should provide straightforward, concise information that satisfies the requirements specified. Expensive bindings, color displays, and the like are not necessary.

Emphasis should be placed on brevity, conformity to instructions, specified requirements of this RFP, and clarity of content.

5.0 SELECTION PROCESS

- 5.1. An evaluation panel composed of City staff will review and score the Proposals, based on the selection criteria.
- 5.2. The City reserves the right to conduct follow up interviews with selected proposers. Interviews would be held at the City offices in Dana Point, CA.
- 5.3. At any time, the City may contact previous Clients and Owners to verify the experience and performance of the prospective Service Provider, their key personnel, and their sub-consultants.

6.0 PROJECT MANAGEMENT

The Project Manager for this RFP process is:

Robert French
Streets & Fleet Manager
33282 Golden Lantern, Suite 212
Dana Point, CA 92629

Any questions regarding the RFP or the RFP process shall be directed in writing to the above at rfrench@danapoint.org

7.0 EVALUATION OF PROPOSALS

The City will evaluate Proposals using the following criteria:

Points	Criteria	100 points maximum
50	<u>Qualifications:</u> Company's ability to perform all functions necessary in providing the Vehicle Fleet Management services outlined in Section 3.0 of RFP.	
25	<u>Experience of Company:</u> Demonstrated experience of the company in relation to the scope and quality of service provided to customers in the past.	
25	<u>Cost:</u> The cost evaluation will be rated using the pricing spreadsheets from Exhibit A. Please also provide and explanation of the terms you recommend leasing the vehicle for that will best fit the City's needs.	

8.0 ADDITIONAL REQUIREMENTS

- 8.1 Proposals should be sent by registered mail, certified mail, overnight courier, or by hand delivery. Incomplete proposals and/or proposals received after the deadline may be rejected without review.
- 8.2 Registered Prospective Service Providers may submit questions to the City via e-mail to rfrench@danapoint.org no later than March 6, 2017. Please indicate the RFP number and title in the subject line. Contact with the City shall be made only through this email address; telephone calls will not be accepted.

A. General Conditions

1. This solicitation document, the evaluation of proposals, and the award of any contract shall conform with current competitive bidding procedures as they relate to the procurement of goods and services. A Service Provider's proposal is an irrevocable offer for 30 days following the deadline for its submission.
2. In addition to explaining the City's requirements, the solicitation document includes instructions which prescribe the format and content of proposals.

B. Errors in the solicitation document

1. If a Service Provider submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the Service Provider shall immediately provide the City with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the City may modify the solicitation document prior to the date fixed for submission of proposals by issuing an addendum to all Service Providers to whom the solicitation document was sent.
2. If prior to the date fixed for submission of proposals a Service Provider submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the City of the error, the Service Provider shall bid at its own risk, and if the Service Provider is awarded the contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

C. Questions regarding the solicitation document

1. If a Service Provider's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the Service Provider may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the Service Provider must submit a statement explaining why the question is sensitive. If the City concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the City does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the Service Provider will be notified.
2. If a Service Provider submitting a proposal believes that one or more of the solicitation document's requirements is onerous or unfair, or that it unnecessarily precludes less costly or alternative solutions, the Service Provider may submit a written request that the solicitation document be changed. The request must set forth the recommended change and Service Provider's reasons for proposing the change. Any such request must be submitted to the Streets & Fleet Manager by the proposal due date and time listed on the cover letter of this RFP.

D. Addenda

1. The City may modify the solicitation document prior to the date fixed for submission of proposals by faxing an addendum to the Service Providers to whom the solicitation document was sent. If any Service Provider determines that an addendum unnecessarily restricts its ability to bid, it must notify the project manager no later than one day following the receipt of the addendum.

E. Withdrawal and resubmission/modification of proposals

1. A Service Provider may withdraw its proposal at any time prior to the deadline for submitting

proposals by notifying the City in writing of its withdrawal. The notice must be signed by the Service Provider. The Service Provider may thereafter submit a new or modified proposal, provided that it is received at the City no later than the proposal due date and time listed on the cover letter of this RFP. Modifications offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after the proposal due date and time listed on the coversheet of this RFP.

F. Evaluation process

1. An evaluation team will review in detail all proposals that are received to determine the extent to which they comply with solicitation document requirements.
2. If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.
3. Proposals that contain false or misleading statements may be rejected if in the City's opinion the information was intended to mislead the state regarding a requirement of the solicitation document.
4. Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.
5. During the evaluation process, the City may require a Service Provider's representative to answer questions with regard to the Service Provider's proposal. Failure of a Service Provider to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal nonresponsive.

G. Rejection of Bids

1. The City may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The City's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a Service Provider from full compliance with solicitation document specifications. The City reserves the right to accept or reject any or all of the items in the proposal, to award the contract in whole or in part and/or negotiate any or all items with individual Service Providers if it is deemed in the City's best interest. Moreover, the City reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or against the best interest of the State of California.

H. Award of contract

1. Award of contract, if made, will be in accordance with the solicitation document to a responsible Service Provider submitting a proposal compliant with all the requirements of the solicitation document and any addenda thereto, except for such immaterial defects as may be waived by the City.

2. The City reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.

I. Decision

1. Questions regarding the City's award of any business on the basis of proposals submitted in response to this solicitation document, or on any related matter, should be addressed to the individual listed in the Submission of Proposals section on the coversheet of this RFP who will forward the matter to the appropriate contracting officer.

J. Execution of contracts

1. The City will make a reasonable effort to execute any contract based on this solicitation document within 30 days of selecting a proposal that best meets its requirements. However, exceptions taken by a Service Provider may delay execution of a contract.
2. A Service Provider submitting a proposal must be prepared to use a standard City contract form rather than its own contract form.

K. Disposition of materials

1. All materials submitted in response to this solicitation document will become the property of the City and will be returned only at the City's option and at the expense of the Service Provider submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. Any material that a Service Provider considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the Service Provider's proposal as it may be made available to the public.

L. Payment

1. Payment terms will be specified in any agreement that may ensue as a result of this solicitation document.
2. **THE CITY DOES NOT MAKE ANY ADVANCE PAYMENT FOR SERVICES.** Payment is normally made based upon completion of tasks as provide in the agreement between the City and the selected Service Provider. The City may withhold ten percent of each invoice until receipt and acceptance of the final product. The amount of the withhold may depend upon the length of the project and the payment schedule provide in the agreement between the City and the selected Service Provider.

M. Governing Law

California Law. This RFP shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and

conditions of this Agreement shall be maintained in Orange County, California.

N. Non-Appropriation of Funds

Lessee warrants that it has funds available to pay all rents (the "Lease Payments") payable under an approved lease – identified Lease until the end of Lessee's current appropriation periods. If Lessee's legislative body or other funding authority does not appropriate funds for Lease Payments for any subsequent appropriation period and lease does not otherwise have funds available to lawfully pay the Lease Payments (a "Non-Appropriation Event") Lessee may subject to the conditions herein and upon written notice to Lessor (the "Non-Appropriation Notice"), effective 60 days after the later of Lessor's receipt of same or the end of the Lessee's current appropriation period (the "Non-Appropriation Date"), terminate the lease and be released of its obligation to make all Lease Payments due Lessor coming due after the Non-Appropriation Date. As a condition to exercising its rights, Lessee shall (1) provide in the Non-Appropriation Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (2) deliver to Lessor n opinion of Lessee's counsel (Addressed to Lessor) verifying that the Non-Appropriation Event as set forth in the Non-Appropriation Notice has occurred, (3) return the Vehicle(s) subject to the Lease on or before the Non-Appropriation Date to Lessor or a location designated by Lessor, in the condition required by and in accordance with the return provisions of the lease and at Lessee's expense, and (4) pay Lessor all sums payable under the Lease up to the Non-Appropriation Date.

Exhibit A

Pricing Schedule using 1.35% depreciation per month. 7,000 miles per year

Vehicle Type	Model	Monthly Lease Cost			Daily Loaner Vehicle Cost/Insurance Included unlimited mileage	Monthly Maintenance Management Cost
		36 Months	48 Months	60 Months		
1/2 Ton Compact Pick-Up	Extra Cab					
1/2 Ton Pick-Up	Extra Cab					
1/2 Ton Pick-Up	4-Door					
One Ton Pick-Up w/Service Utility body	Extra Cab					
Sport Utility	4-Door					
1/2 Ton Cargo Van	No side windows					
1/2 Ton Cargo Van extended	No side windows					
Sedan	4-Door					
Hybrid Sedan	4-Door					

Exhibit B

Pricing Schedule using 1.50% depreciation per month. 15,000 miles per year

Vehicle Type	Model	Monthly Lease Cost			Daily Loaner Vehicle Cost/Insurance Included unlimited mileage	Monthly Maintenance Management Cost
		36 Months	48 Months	60 Months		
1/2 Ton Compact Pick-Up	Extra Cab					
1/2 Ton Pick-Up	Extra Cab					
1/2 Ton Pick-Up	4-Door					
One Ton Pick-Up w/Service Utility body	Extra Cab					
Sport Utility	4-Door					
1/2 Ton Cargo Van	No side windows					
1/2 Ton Cargo Van extended	No side windows					
Sedan	4-Door					
Hybrid Sedan	4-Door					

Exhibit C: Vehicle Specifications - All specs below should be included for each vehicle

Vehicle Specifications

All specifications below shall be included for each vehicle

Automatic Transmission	Yes
Power Brakes	Yes
Color	White
Power Windows	Yes
Power Locks	Yes
AM/FM Radio	Yes
Bluetooth	Yes
Air Conditioning	Yes
Factory Standard Wheels and Tires	Yes
Factory Standard Spare Tire	Yes
Rear Window Defroster	Yes
Back-Up Camera	Yes
Auxiliary Plug in Play Capability	Yes

All specifications below shall be included on specifically noted vehicles

Towing Package	Trucks & Vans
Vinyl Seat	Trucks & Vans
Spray in Bedliner	Trucks
Cloth Seats	Sedans & Sports Utility

EXHIBIT D: PARTICIPATING LOCATIONS AND NETWORK

Please provide a listing of Participating Locations-

Bidder may attach the listing to this sheet.

Service Provider Network –

Bidder may attach the listing to this sheet.

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

SIGNATURE SHEET

City of Dana Point

RFP # VEHICLE FLEET MANAGEMENT SERVICES

I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my proposal accordingly. I have submitted all documentation required.

Company Name: _____

Principal Location of the Company: _____

Authorized Principal in Charge of Project: _____

Type or print name as signed above: _____

Direct telephone: (_____) _____

Fax Number: (_____) _____

Cell Phone: (_____) _____

Email Address: _____

Local Location if different from above: _____

Authorized Person in Charge of Project at this Location: _____

Signature: _____

Type or print name as signed above: _____

Direct telephone: (_____) _____

Fax Number: (_____) _____

Cell Phone: (_____) _____

Email: _____

