



Property Appraiser Hillsborough County

Hillsborough County Property Appraiser's Office

INVITATION FOR BID

(IFB NO. 8254)

FOR

FULL HYBRID (GAS-ELECTRIC) CAR LEASING PROJECT

IMPORTANT INFORMATION

DESCRIPTION: The Hillsborough County Property Appraiser's Office (HCPA) is seeking ways to continue reducing the costs of operating its motor fleet by leasing approximately twenty (20) new "full" hybrid (gas-electric) sedan vehicles model year 2017 or later and outsourcing the maintenance of those vehicles. For the purposes of this IFB, a full hybrid is a vehicle with an electric motor, a rechargeable battery and gasoline engine, which can work independently or in conjunction with each other.

SUBMITTAL DEADLINE: 2:00 p.m., Thursday, June 15, 2017

• Bidders are directed to deliver or mail **ONE (1) ORIGINAL** (clearly marked "ORIGINAL"), **TWO (2) COPIES** (clearly marked "COPY") of its Response(s) to the following address prior to the above-referenced deadline:

The County Center
Hillsborough County Property Appraiser
Attn: Bill Ward
601 E. Kennedy Blvd., 15th Floor
Tampa, Florida 33602

• All Responses should be marked "SEALED RESPONSE FOR IFB NO. 8254 FOR FULL HYBRID (GAS ELECTRIC) CAR LEASING PROJECT".

• Late bids will be returned to the Bidder unopened with the notation: "This bid was received after the delivery time designated for receipt."

NOTE: There will be no formal bid opening for this IFB.

PRE-BID MEETING: There is no pre-bid meeting scheduled for this IFB.

FOR ADDITIONAL INFORMATION, CONTACT:

Bill Ward, Director of Business Services and Media Relations

Telephone: (813) 276-8910

E-mail: wardb@hcpafl.org

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Attachments

Attachment 1 – Bid/Bidder Certification Sheet

1. Scope of Services

- 1.1 The Hillsborough County Property Appraiser's office is currently seeking ways to continue reducing the costs of operating its motor fleet by leasing approximately twenty (20) new "full" hybrid (gas-electric) sedan vehicles model year 2017 or later and outsourcing the maintenance of those vehicles. For the purposes of this IFB, a full hybrid is a vehicle with an electric motor, a rechargeable battery and gasoline engine, which can work independently or in conjunction with each other. The HCPA is not seeking a "plug-in" hybrid.
- 1.2 The HCPA will not be outsourcing fleet management of these vehicles because this operation is accomplished by HCPA staff.
- 1.3 Provided they meet all the minimum criteria for the bid, the contractor or supplier with the lowest responsive and responsible bid will be awarded the contract. However, the HCPA, at its discretion, may choose to not award the bid, or award the bid to a contractor or supplier other than the lowest bidder should that bid deemed to be in the long term best interest of the HCPA and the taxpayers of Hillsborough County.

2. Minimum Qualifications

- 2.1 Bidder shall be currently insured and bonded and provide evidence of such.
- 2.2 Bidder shall provide a certified service and maintenance center available for the leased vehicles and provide evidence of such. The center must be no greater than a 30 mile round-trip driving distance from the County Center (601 E. Kennedy Blvd., Tampa, FL 33602).

3. Minimum Requirements

- 3.1 Bidders must make available for lease approximately twenty (20) new "full" hybrid (gas-electric) sedan vehicles model year 2017 or later. The HCPA prefers all vehicles be delivered in a shade of either green or white. All vehicles must be air conditioned with automatic transmission.
- 3.2 Bidders must offer a 36-month, no-money-down "Walkaway" lease with annual mileage limitations of at least 15,000 miles for each vehicle. A Walkaway lease herein is defined as the HCPA being permitted to end the lease agreement at the close of the three-year period by returning the vehicle to the Contractor and paying any end-of-lease costs not covered in the Excess Wear and Tear Agreement, as described below.
- 3.3 Bidders must offer an "Excess Wear and Tear Agreement" for each vehicle covering up to \$7,500 in the cost of, but is not limited to, dings, dents, scratches, chipped paint, stains, burns, tears of upholstery and carpet, worn tires and wheels, chipped and cracked glass and missing or broken parts. It is understood by both parties that the Excess Wear and Tear Agreement will be a cost per vehicle, added to the monthly lease cost of each vehicle.
- 3.4 Bidder must be able to properly affix HCPA logo/text decals on both front driver and front passenger doors prior to delivery of each vehicle. HCPA will provide all decals.
- 3.5 Bidders must offer a "Maintenance and Service Agreement" for each vehicle covering all manufacturer scheduled oil changes, tire rotation and vehicle service for the entire duration of the lease agreement. It is assumed by both parties all manufacturer warranties will be in effect for the duration of the lease agreement. It is understood by both parties the Maintenance and Service will be a cost per vehicle, added to the monthly lease cost of each vehicle.

- 3.6 Bidders must offer a “Non-Appropriation of Funds” clause or addendum that allows HCPA to terminate the lease at the end of the current appropriation period without further obligation or penalty. The winning Bidder/Contractor acknowledges the HCPA’s funding is on a fiscal year basis and is therefore subject to annual appropriations of the Board of County Commissioners of Hillsborough. Therefore, the Bidder/Contractor acknowledges that the lease terms within the contract, or any schedules relating to the contract, are contingent upon appropriation of funds to the HCPA.
- 3.7 Bidder must be able to deliver all vehicles with a full tank of gas to the location(s) of the HCPA’s choice no later than 60 days after award of the leasing contract, but in no event later than Sept. 1, 2017.
- 3.8 Bidder must accept a letter of Self Insurance from Hillsborough County as acceptable liability coverage of each vehicle and furthermore agree to Florida statute 768.28 regarding the waiver of sovereign immunity in tort actions; recovery limits; limitation on attorney fees; statute of limitations; exclusions; indemnification; risk management programs.
- 3.9 At the HCPA’s option, the HCPA will be allowed an inspection of all vehicles prior to delivery.

4. Schedule of Events

Date	Event
Friday, June 2, 2017	Advertisement published / IFB Broadcast
2:00 p.m., Thursday, June 15, 2017	Response Submittal Deadline
Monday, June 19, 2017	<i>Tentative Award Date</i>
Friday, September 1, 2017	Delivery Deadline for ALL Vehicles

5. Instructions to Bidders

5.1 Delivery of Responses

- 5.1.1 All bids must be submitted in a **sealed** envelope and delivered or mailed to the HCPA by date and times in accordance with the information and requirements stated on Page 2 (Important Information) of this IFB.
- 5.1.2 HCPA will in no way be responsible for delays caused by the United States Postal Services or for delays caused by any other occurrence. Bidders are cautioned to plan necessary delivery time accordingly.

5.2 Questions/Requests for Interpretation & Addenda

- 5.2.1 No substantive interpretation of this IFB will be made to any bidder orally. Every question and/or request for such interpretation must be emailed and addressed to the following person:

Bill Ward, Director of Business Services and Media Relations
E-mail: wardb@hcpafl.org

5.2.2 Questions/requests for interpretation will be answered in writing and, if, in the sole discretion of HCPA it is deemed necessary, any substantive interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be posted on www.hcpafl.org and DemandStar at www.demandstar.com

5.2.3 No oral understanding or agreement shall be binding on either party.

5.3 **Cost of Preparation**

Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to the HCPA.

5.4 **Rejection of Bids, Withdrawal of Bids, and Modification of Bids**

5.4.1 A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The HCPA may reject any or all bids and may waive an immaterial deviation in a bid. The HCPA's waiver of an immaterial deviation shall in no way modify the IFB document or excuse the bidder from full compliance with all requirements if awarded the agreement.

5.4.2 A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.

5.4.3 A bidder may withdraw its bid by submitting a written withdrawal request to the HCPA, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.

5.4.4 The HCPA may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.

5.4.5 The HCPA reserves the right to reject all bids. The HCPA is not required to award an agreement.

5.4.6 Before submitting a response to this solicitation, bidders should review, correct all errors and confirm compliance with the IFB requirements.

5.5 **Deviations**

5.5.1 Bids must be submitted for the all requirements and performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.

5.5.2 The HCPA does not accept alternate contract language from a prospective contractor. A bid with such language will be considered a counter proposal and will be rejected.

6. **Evaluation and Selection**

6.1 Bids will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.

6.2 The HCPA will evaluate each bid to determine its responsiveness to the published requirements.

6.3 Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected.

7. Award

Provided they meet all the minimum criteria for the bid, the contractor or supplier with the lowest responsive and responsible bid will be awarded the contract. However, the HCPA, at its discretion, may choose to not award the bid, or award the bid to a contractor or supplier other than the lowest bidder should that bid deemed to be in the long term best interest of the HCPA and the taxpayers of Hillsborough County.

8. Disposition of Bids

To the extent authorized, upon bid opening, all documents submitted in response to this IFB will become the property of the HCPA and will be regarded as public records under Chapter 119 of the Florida Statutes or the "Public Records Law."

9. Agreement Execution and Performance

Should the Contractor fail to complete work at the agreed upon time, the HCPA, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the HCPA for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.

10. Submission Requirements

10.1 All bids shall include the following documents:

Attachment 1, Bid/Bidder Certification Sheet

Attachment 2, Fully-executed Vehicle Lease Agreement(s) for each vehicle (*Bidder to provide and include with submission*)

Attachment 3, Detailed Maintenance and Service Agreement (*Bidder to provide and include with submission*)

Attachment 4, Non-Appropriation of Funds Addendum, if not part of Vehicle Lease (*Bidder to provide and include with submission, see section 10.2 for specific language*)

Attachment 5, Excess Wear and Tear Agreement, if not part of Vehicle Lease (*Bidder to provide and include with submission*)

Bid Submittal Checklist

10.2 The following verbiage shall be included as part of Attachment 4:

Vendor acknowledges that the lease terms within the contract, or any schedules relating to the contract, are contingent upon appropriation of funds to the Hillsborough County Property Appraiser. Vendor also acknowledges the HCPA's funding is on a fiscal year basis and is therefore subject to annual appropriations from the Board of County Commissioners of Hillsborough. Therefore, should the HCPA experience a non-appropriation of funds, HCPA shall be allowed, at its own discretion, to terminate the lease at the end of the current appropriation period without further obligation or penalty.

10.3 Bids not including the proper required attachments shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.

10.4 All documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm.

10.5 An individual who is authorized to bind the bidder contractually shall sign the Bid/Bidder Certification Sheet (Attachment 1). The signature should indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.

Bid Submittal Checklist

A **complete** bid or bid package will consist of the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the HCPA. For your bid to be responsive, **all required attachments must be returned**. This checklist should be returned with your bid package also.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Bid/Bidder Certification Sheet
_____ Attachment 2	Fully-executed Vehicle Lease Agreement(s) for each vehicle
_____ Attachment 3	Detailed Maintenance and Service Agreement
_____ Attachment 4	Non-Appropriation of Funds Addendum (if not part of Vehicle Lease)
_____ Attachment 5	Excess Wear and Tear Agreement (if not part of Vehicle Lease)

Attachment 1 Bid/Bidder Certification Sheet

This Bid/Bidder Certification Sheet must be signed and returned along with Attachments 2 through 5 as an entire package in duplicate with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

A. Price Schedule

Description	Quantity	UOM	Unit Price	Total Bid Price
*All-Inclusive bid for the lease of each hybrid (gas-electric) vehicle (as specified within the Scope of Services).	36	Monthly	\$ _____	\$ _____

Vehicle Make, Model, and Year: _____

** -- Denotes the inclusion of the Excess Wear and Tear and Maintenance and Service agreements.*

- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

An Unsigned Bid/Bidder Certification Sheet May Be Cause for Rejection

1. Company Name	2. Telephone ()	2a. Fax Number ()
3. Physical Address and contact email address:		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. Florida Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Printed Name of Authorized Representative	11. Title	
12. Authorized Signature	13. Date	
_____	_____	