

February 8, 2023

REQUEST FOR PROPOSAL

The Borough of East Stroudsburg hereinafter referred to as the Borough, is inviting proposals for qualified Dealers to provide the Borough with new fleet vehicles listed in the specifications. The selected dealer will be responsible for meeting or exceeding all vehicle specifications listed in the Request for Proposal (RFP).

Time Schedules:

The following is the Borough's tentative schedule for the selection of a dealer:

1. Request For Proposal Posted: February 8, 2023
2. Deadline For Filing RFP: ***No later than 3:00 p.m. on February 28, 2023***
3. Staff Review of Proposals: March 1, 2023
4. Award of Purchase March 7, 2023

Prior to **3:00 p.m., February 28, 2023** an original shall be submitted via email to Brian.Bond@eaststroudsburgboro.org or by delivery to

Via U.S. Mail or Courier Service and Walk-In Delivery:

Borough of East Stroudsburg
Attn: Brian Bond
24 Analomink Street
East Stroudsburg, PA 18301

Please clearly identify the package – **BOROUGH FLEET VEHICLE RFP – 2023**

Submittal of response by fax is not acceptable. All questions technical or commercial in nature shall be directed via email to Brian.Bond@eaststroudsburgboro.org. Contact with Borough of East Stroudsburg personnel other than those listed above regarding this RFP may be grounds for elimination from the selection process.

Sincerely,

Brian S. Bond
Borough Manager

**BOROUGH OF EAST
STROUDSBURG REQUEST
FOR PROPOSAL
BOROUGH FLEET VEHICLE RFP – 2023**

PART I: SELECTION CRITERIA

1. The prospective dealer will be evaluated, based in part on the following criteria:
2. Dealer's ability to provide delivery of the vehicle(s) timely (see Exhibit A).
3. The thoroughness and conformity of proposal package and quality of vehicle(s).
4. Overall cost of the proposal to the Borough, and the ability of the proposal to fulfill the Borough's needs.
5. Extent of manufacturer and/or dealer warranties.

PART II: INSTRUCTIONS, CONDITIONS, AND LEGAL REQUIREMENTS

1. Provide pricing on all requirements as outlined in Exhibit "A". If there are discrepancies between unit prices and extensions, the Borough reserves the right to clarify pricing with the affected dealers. Additionally, if a dealer is proposing above basic requirements to provide enhanced capabilities, please state these enhancements in the proposal.
2. Dealer agrees that failure on its part to list all cost components related to the purchase will not be accepted by the Borough as an acceptable justification to re-quote the proposal. Dealer acknowledges that the original proposal and costs provided stand.
3. The Borough reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
4. Delivery schedules shall be part of the consideration. Time of delivery must be stated in definite terms and must be met. If time varies on specific items proposed, the dealer shall so state the specific schedule to those items in the proposal sheet (Exhibit A). Once a dealer has been selected for award, the Borough reserves the right to renegotiate delivery terms based on changing situations.
5. Dealer shall provide an original proposal upon submission.
6. The Borough of East Stroudsburg has outlined the requirements herein in as much detail as is currently known. Please provide any exceptions, additional information, or suggestions that will aid in the Borough's selection process (***attachments are acceptable***).
7. Dealer shall provide within the proposal the price for the most up to date, high quality, and state of the art vehicle as outlined in Exhibit "A".
8. The Borough reserves the right to negotiate terms and scope of work with the highest ranked firm. If an agreement cannot be negotiated, the Borough reserves the right to negotiate with any other dealer.
9. A final contract will be awarded to the most competitively priced and qualified proposal.

Although price is of prime consideration, it is not the sole determining factor. The determination of the most qualified and most competitively priced proposal may involve all or some of the following factors: price, vehicle performance, previous experience and performance; conformity to specifications in Exhibit "A"; delivery schedule; terms of payment; compatibility, as required; other costs; and other objective and accountable factors which are reasonable.

10. The Dealer shall defend, indemnify, and hold the Borough of East Stroudsburg, its officers, agents, volunteers, and employees harmless from any and all causes of action or claims of damages arising out of or related to the dealer's performance under this contract.
11. The Dealer shall be excused from performance hereunder during the time and to the extent that he/she is prevented from obtaining, delivering, or performing in the customary manner, by acts of God, fire, war, strike, and loss or shortage of transportation facilities. Dealer shall provide the Borough satisfactory evidence that non-performance is due to other than fault or negligence on dealer's part. However, the Borough may require compensation for any delays determined to be caused by circumstances under the control of the dealer. Standard delivery terms should be 60 days of receipt of Purchase Order.
12. 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.

PART III: GENERAL INFORMATION

1. Exhibit "A" shall be signed by an authorized official of the company. By signing this exhibit, the dealer is indicating that he/she has carefully read the RFP, understands, and accepts all conditions stated herein.
2. The Borough reserves the right to reject any and all proposals. The Borough also reserves the right to select one or more dealers to provide the vehicle(s) as specified and the Borough reserves the right.
3. The Borough will not reimburse dealers for any costs involved in the preparation and submission of proposals. Furthermore, this RFP does not obligate the Borough to accept or contract for any expressed or implied purchases.
4. The Borough reserves the right to request any dealer submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process.
5. If an Exhibit "A" requirement cannot be met by a dealer, then the dealer should submit a "No Proposal" response for the item(s) affected. Alternate or equivalent items submitted for no proposal responses may be considered by the Borough, unless otherwise specified.
6. All submitted proposals and information included therein or attached thereto shall become public records upon delivery to the Borough.
7. Dealer is requested to provide any exceptions, additional information or suggestions that will aid in the Borough's selection process. **The attached Exhibit is a suggested list of requirements. If dealer needs to revise or make additions to the Exhibit, computer or typed alterations are allowed as long as the Borough format is maintained.**

8. Any questions regarding this RFP should be referred to Brian.Bond@eaststroudsburgboro.org.

**BOROUGH OF EAST
STROUDSBURG
SPECIFICATIONS
BOROUGH FLEET VEHICLES RFP – 2023**

NUMBER/ITEM	DESCRIPTION	SPECIFICATION INCLUDED (YES/NO)	COMMENTS
1. TYPE	Three (3) Sub Compact-Size 2WD, Sedans or hatchbacks, Prefer 2022 or 2023 from existing inventory on lot		
2. COLOR	Exterior – White or other neutral color; Interior – As Supplied With Standard Package.		
3. WEIGHT	Approximately 2,000-3,000 GVWR (please quote on vehicle that comes closest to this requirement in your fleet).		
4. ENGINE	1.4 – 2.4 Liter 3 or 4 Cylinder Engine		
5. FUEL	Standard Gasoline.		
6. STEERING	Power Steering w/Tilt Steering Wheel.		
7. BRAKES	Power Brakes.		
8. TRANSMISSION	Automatic.		
9. TIRES	All-Season Tires Standard Rim. Spare To Match.		

10. INTERIOR	Vinyl or Cloth as Supplied With Standard Package. Cloth is preferred.		
14. WINDOWS & DOORS	Power Windows & Locks. Standard Factory Tint As Supplied Within Standard Package.		
15. AIR-CONDITIONING	Factory installed.		
16. RADIO	AM/FM Stereo, Digital Clock. Interior: Standard Dome Light or as outfitted, Hands-free Bluetooth phone		

Each Vehicle Purchase

UNIT SALE PRICE PER VEHICLE:

COSTS STATED WITHIN THE UNIT SALES PRICE ARE ALL-INCLUSIVE FOR SPECIFICATIONS LISTED. SIGNING THIS PROPOSAL GUARANTEES DELIVERY WITHIN 60 DAYS OF RECEIPT OF PURCHASE ORDER.