

REQUEST FOR PROPOSAL DOCUMENT



The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Lead Agency



Region VIII Education Service Center

**Address: 4845 US Hwy. 271 North
Pittsburg, Texas 75686**

**Toll-free (866) 839-8477 Fax (866) 839-8472
Website: www.tips-usa.com E-mail: bids@tips-usa.com**

NOTICE TO BIDDERS

DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:

<https://tips.ionwave.net>

Friday, June 10, 2016 at 3:00 P.M.

FOR THE CATEGORY –

FLEET LEASING AND MANAGEMENT SERVICES

About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Bidders are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful bidder(s) for the products submitted. (Unless bidder has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There are two categories: General Services; and Trades, Labor and Materials that will not have an automatic renewal. These categories will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute Interlocal Agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting

purposes.

- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

Customer Service

- TIPS staff is available to members for assistance in viewing/contacting awarded vendors for categories to make purchases and contract decisions.
- TIPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- TIPS enables vendors to become more efficient and competitive by reducing the number of bids and proposals that require responses to be made to individual districts.

Financing of TIPS

- The total cost of the TIPS program is funded through an administration fee paid to TIPS by the participating vendors. The fee is based on actual vendor invoiced sales. Fee schedule can be negotiated with winning bidder(s). The normal fee is 2%, but can be negotiated with the winning bidder.
- TIPS does not charge any fees to participating school districts or government entities.

Purchasing Procedures

- Contracts are established through open competition as described by the laws of the State of Texas and are available for piggy-back by other states. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS office where they are reviewed and edited by the TIPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating agency and then invoice the participating agency. The Vendor receives payment directly from the participating agency.

It is the intention of TIPS to establish a contract to furnish and/or deliver **FLEET LEASING AND MANAGEMENT SERVICES**. Proposers are requested to submit a proposal for offering their total line of available products and services that are commonly purchased by governmental entities and school districts.

TIPS expects to contract with responsible vendor(s) to provide **FLEET LEASING AND MANAGEMENT SERVICES** to its members. The work includes installation, repair, rehabilitation and alteration services for a wide variety of colleges and universities, schools, cities, counties, healthcare and other government and non-profit agencies.

SCHEDULE OF AWARD OR RELATED EVENT:

Posting Date	Monday, May 2, 2016
Proposal Advertising	Monday, May 2, 2016 – Friday, June 10, 2016
Pre-Bid Meeting	Thursday, May 12, 2016
Proposal Deadline	Friday, June 10, 2016 at 3:00 PM CST
Proposal Opening	Friday, June 10, 2016 beginning at 3:01 PM
Proposals Review/Scoring	Monday, June 13, 2016 through July 27, 2016
Proposals Award	July 28, 2016
Award Notifications	Begin posting to TIPS Website 7/28/2016 Vendor may call for results after 7/28/2016 Award letters will be made available online. Non Award letters will be mailed to vendors with No Awards.

Proposal Instructions

1. Only electronically sealed proposals are accepted. **Faxed or mailed proposals will not be accepted.**
2. Proposals must be submitted on any or all items, related to the category, unless stated otherwise. TIPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS and to waive any informality in the proposal process.
3. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS.
5. Addenda, if required, will be issued by TIPS to all those known to have received a complete set of RFP documents at least five working days prior to the opening. The vendor shall acknowledge on the Signature Form any addenda that have been received.

PROPOSAL FORMAT - BIDDERS PAY CLOSE ATTENTION TO DETAILS LISTED.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree.

Felony Conviction Notice (Required in Texas) -Notification of Criminal History “A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.” This notice is not required of a publicly held corporation. Texas Education Code § 44.034. See FELONY CONVICTION NOTICE document on the “Attachments” tab. Felony conviction notice document must be uploaded to the “Response Attachments” FELONY CONVICTION NOTICE section.

References

The proposal response should contain a minimum of Ten (10) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name and phone number shall be included. The references document must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” REFERENCES section.

Resellers/Dealers

Vendors with Resellers/Dealers must download the Resellers/Dealers document from the

“Attachments” section, complete and uploaded to the “Response Attachments” RESELLERS/DEALERS section.

Vendor Certifications

Vendor certifications will include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be scanned and uploaded to the “Response Attachments” D/M/WBE, HUB and/or ALL OTHER CERTIFICATES section.

Bonding (If applicable)

Bonding capabilities documentation must be scanned and uploaded to the “Response Attachments” BONDING section.

Vendor Contract

Vendor Contract must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” VENDOR CONTRACT section.

Contract Signature Form

Contract Signature Form must be downloaded from the “Attachments” section, completed, signed, scanned and uploaded to the “Response Attachments” CONTRACT SIGNATURE FORM section.

Warranty (If applicable)

Warranty documentation must be scanned and uploaded to the “Response Attachments” WARRANTY section.

Protest Procedure

If a vendor/proposer (vendor) desires to protest a decision by TIPS, the vendor must follow the following process:

http://www.tips-usa.com/assets/documents/docs/letters/Protest_Procedures_for_Vendor.pdf

Supplementary Catalogs and Information (If applicable)

Supplementary Catalogs and Information documentation must be scanned and uploaded to the “Response Attachments” SUPPLEMENTARY section.

AWARD OF CONTRACT TO NONRESIDENT BIDDER - “A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.” *Texas Government Code § 2252.002.*

Pre-Bid Meeting (Not Mandatory)

Where: Region 8 Education Service Center
 4845 U.S. Highway 271 North, Pittsburg, Texas 75686
 TIPS Board Room
Date: Thursday, May 12, 2016
Time: 9:00 AM CST

Agenda: TIPS Overview
 TIPS eBid System
 RFP Overview
 Questions and Answers
 Tour of TIPS Facility

Proposal Scoring

Scoring of Proposal: Criteria and Relative Weights

A Review Committee will evaluate and score all proposals. Recommendations for award of contracts will be made to the Region 8 Education Service Center Board of Directors. Awards will be granted or denied at the monthly stated meeting of the Region 8 ESC Board of Directors. TIPS will base a recommendation for contract award on several factors. The factors which will be considered are weighted points in each area as follows:

1. **Purchase price.** (Pricing factors as determined by TIPS using a market basket study of randomly selected items.) (30%)
2. **Reputation** of the vendor and the vendor's goods or services. References may be contacted. (10%)
3. **Quality** of the vendor's goods or services. (Including quantity of line items available that are commonly purchased by the entity and electronic on-line catalog, order entry use by and suitability for the entity's needs and quality of catalog(s) for use by entity's employees that do not have electronic access.) (10%)
4. Extent to which the goods or services **meet criteria** outlined in RFP category submitted. (15%)
5. Vendor's **past relationship** with TIPS. (15%)
6. The total **long-term cost** to TIPS to acquire the vendor's goods or services. Length of price guaranty. (10%)
7. **Delivery time** to the member entity for goods/services. (10%)
8. **HUB** The impact on the ability of TIPS to comply with laws and rules relating to historically underutilized businesses; Certification is considered, but a response will not impact our ability to comply with laws and rules relating to historically underutilized businesses, a weight of 0% is given to this criteria.

BIDDERS FALLING BELOW AN 80% THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.

SAMPLE SCORING GRID

The Interlocal Purchasing System (TIPS) Bid Criteria and Relative Weights

BID CATEGORY: Appropriate Category will be listed here.

THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE

Company Name	Purchase Price	Vendor Reputation	Quality of Goods	Meets Criteria	Past Relationship	Long-Term Cost	Delivery Time	Total Points Scored
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

TIPS Authorized Review Representative Signature

Date

Approved by Region VIII ESC Board of Directors

Date

RFP- FLEET LEASING AND MANAGEMENT SERVICES – Due June 10, 2016 at 3:00 P.M.

Specifications and Pricing

Specifications may be those developed by TIPS and its participants or by the Manufacturer to represent items of regularly manufactured products. TIPS specifications have been developed by TIPS to indicate minimal standards as to the usage, materials and contents based on their needs. Manufacturer's specifications (Design Guides), when used by TIPS, are to be considered informative to give the vendor information as to the type and kind requested. Proposals on any reputable manufacturers regularly produced product of such items similar and substantially equivalent will be considered.

Specifications and Pricing – Fleet Leasing and Management Services

Fleet Leasing and Management Services specifications and qualifications information is listed below. Bidder must submit all requested qualifications information in a separate document, save the document as a PDF, and uploaded to the "Response Attachments" PRICING section.

1. LEASE REQUIREMENTS

For evaluation purposes, TIPS is requiring all Bidders to use the following lease parameters. Upon contract award, TIPS will negotiate with the Successful Bidder(s) the appropriate lease parameters TIPS deems necessary for each individual vehicle leased.

2. RISK MANAGEMENT / PHYSICAL DAMAGE REQUIREMENTS (Loss of, Theft, or Damage Coverage)

As TIPS deems necessary it may request this service to be included in select instances.

Does your company provide this program? YES _____ NO _____

If yes, please include the cost of this program in the pricing section and provide detail on your program including but not limited to:

- Deductibles
- Location(s) of service

3. DESCRIPTION/WORK STATEMENT - Project Organization and Management

The Successful Bidder shall establish and maintain an appropriate organizational structure to enable local management of any awarded contract. Documentation supporting the Successful Bidder's ability to service an awarded contract (including but not limited to office locations) should be included with the bid submission. All ordering will originate directly from the TIPS Member.

Vehicle Quantities and Locations

The TIPS Member fleet targeted to be satisfied by the awarded lease contract consists of the number contracted with vendor. **THIS SHALL BE A NONGUARANTEED AMOUNT CONTRACT.**

The TIPS Member reserves the right to order any amount of leased vehicles and additional services it deems in the best interest of the TIPS Member.

Vehicle Mileage and Term

The Successful Bidder shall be able to support vehicle return and replacement as specified in the awarded contract. The Successful Bidder may propose, and the TIPS Member may consent to, a desired timeframe or mileage interval different than levels requested by the TIPS Member, if such intervals provide advantages to the Successful Bidder, the TIPS Member, or both, such as lower lease prices due to better vehicle resale potential.

Vehicle Inspection

All vehicles leased under the awarded contract shall be inspected, at which point vehicle inspection documentation will be provided indicating the general condition of the vehicle.

Condition of Leased Vehicles

Each vehicle furnished under the awarded contract shall be of good quality and in safe operating condition. The TIPS Member shall accept or reject the vehicles promptly after receipt. If the TIPS Member determines that any vehicle is defective or unsafe at delivery, the TIPS Member shall promptly inform the TIPS Vendor in writing.

For evaluation purposes, TIPS is requiring all Proposers to provide pricing parameters for the following lease factors:

1. Pricing
 - a. Factory Ordered Vehicles:
 - Interest Rate: Specify index being used and basis points in relation to index
 - Management Fee: Include any management fee percentage based off delivered cost of vehicle
 - Pricing in relation to Vehicle Invoice: Include any mark-ups/mark downs imposed by Lessor
 - Service Charge/ Resale Fee: List any end of lease service charge and or resale percentage
 - List all other applicable fees and charges.
 - b. Dealership Stock Vehicles:
 - Interest Rate: Specify index being used and basis points in relation to index
 - Management Fee: Include any management fee percentage based off delivered cost of vehicle
 - Pricing in relation to base purchase price: Include any mark-ups/mark downs

- imposed by Lessor
 - Service Charge/ Resale Fee: List any end of lease service charge and or resale percentage
 - List all other applicable fees and charges.
- 2. Service and Maintenance
 - a. Does your company provide a program in which the maintenance costs are fixed and guaranteed during the life of the lease?
 - If yes, provide the Monthly charge based on a cents per mile for the following vehicle categories (specify vehicle categories):
 - b. Does your company provide a program in which the maintenance costs are billed back to the end user as they occur?
 - If yes, provide the monthly charge for the maintenance program per vehicle and any out of network mark-up percentage.

If yes to either of these questions please include the cost of program(s) in the pricing section and provide detail on program(s) including but not limited to:

 - Number of facilities that will perform services
 - Monitoring, tracking, and service needed notification capabilities / procedures
 - Included and excluded items / coverage
 - Compatibility with manufacturer’s warranty
 - Qualification requirements for those performing work on leased vehicles
- 3. Accident Management/ Physical Damage and Liability Coverage
 - a. Does your company provide this program?
- 4. Fuel Card
 - a. Does your company provide a fuel card program?

If yes, provide the following:

 - Fuel Card Provider
 - Monthly Cost per fuel card
 - Any applicable discounts
- 5. Telematics
 - a. Does your company provide a telematics product?

If yes, provide the following:

 - GPS Provider/ Contractor(s)
 - Up front Cost
 - Monthly Rate
 - Optional services/ rates

Qualifications and Background

1. Provide detailed company information including:
 - a. Ownership, history and current organization.
 - b. Current capitalization and gross sales for each of the past three years.

- c. Number of units leased, broken down by private/government.
- d. References, at least ten (10) local type government and to include:
 - Full organization name and complete address.
 - Contact name with telephone number and email address.
 - How long have they been a customer and types of equipment they lease?

Service Capabilities

1. Describe in detail and as applicable:
 - Your technical support services/levels available, including a 24/7 capability and toll free phone number.
 - Customer service structure and organizational chart, maintenance staff and locations.
 - Geographic presence, number of employees and office locations (maps and graphics are useful).
 - Services being provided to private customers/government.
 - Website presence and functionality available to End Users on your website including any automated order entry process and/or billing and payment capability.
 - Response to local governments during 'Emergencies' (e.g. how involved is your company during natural disasters such as Hurricane Ike or Katrina).
 - Describe the normal policy and process End Users will follow to replace equipment due to damage theft or repair.

End User Service Agreements

Provide a copy of any standard 'Customer Service Agreement' (by whatever name your company refers to such document) which may be executed for End Users who would obtain services from you thru a potential contract. Particulars of any Customer Service Agreement are negotiable by the parties at the time of actual order placement. If you do not use a 'Customer Service Agreement', provide a description of your standard order process.

Marketing/Sales

1. Detail how your organization plans to market this contract within the first 90 days of the award date. This should include, but not be limited to:
 - A co-branded press release within first 30 days
 - Announcement of award through any applicable social media sites
 - Direct mail campaigns
 - Co-branded collateral pieces
 - Advertisement of contract in regional or national publications
 - Participation in trade shows
2. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.

3. Explain how your company plans to market this agreement to existing government customers.
4. Provide the revenue that your organization anticipates for the first three (3) years of this agreement.

\$ _____ in year one

\$ _____ in year two

\$ _____ in year three

Additional Services:

Bidder should list in the qualifications document all related supplies, equipment, services, installation, repair, maintenance, and hourly fee according to category offered on this contract. Offering must be related to this category. No inappropriate offerings will be considered.

All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS participating members.