



REQUEST FOR INFORMATION

R24-105MZ

Fleet Sedan Purchase RFI

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1.1 PURPOSE

The City of Colorado Springs (City) is requesting Information from automotive manufacturers/industry who may provide 4 door sedan-vehicles, with the availability to provide maintenance support as needed for requested vehicles.

1.2 REQUESTS FOR INFORMATION DEFINITION

It is known that some vehicle manufacturers are no longer making 4 door sedans and the City will still be in need of 4 door sedans to fulfill the City's mobile requirements on a fuel-efficient, and maintenance efficient level. This RFI is to gather information on who can supply 4 door sedans while analyzing budgetary costs, differences, and restraints. This information gathered will aid in a potential upcoming RFP.

1.3 BACKGROUND

The City has a vast and diverse municipality. The city has over 6232 lane miles since 2020 and is growing. The City continues to do its best to renew and maintain its vehicles on a continual basis after reaching certain data points. The City is in search of 4 door sedans that can be used in nonemergent to possible emergent tasks. (See Appendix B – Scope of Work)

1.4 PROCEDURAL INFORMATION

A. Inquiries

Vendors may make inquiries concerning this RFI to:

Mike Zeller
(719) 385-5264
michael.zeller@coloradosprings.gov

Questions are due by 1:00 PM MDT September 3, 2024

Amendments to this RFI may be issued at any time prior to the time set for receipt of submittals. The City will post all addenda using the Rocky Mountain E-Purchasing System (www.bidnetdirect.com) It is the respondent's responsibility to check the website for posted addenda.

1.6 RESPONSE SUBMISSION

Responses should be prepared simply and economically while still providing pertinent details of the vendor's ability to meet the requirements specified in this document (or portions thereof) and as stated below. At a minimum they should include the following information:

1. Company name, owner, address, phone #, e-mail, website if applicable.
2. Financial stability.
3. Any additional relevant information.

Responses will be accepted electronically through the Rocky Mountain E-Purchasing System (www.bidnetdirect.com) and must be submitted by September 17, 2024, 2:00 pm MDT.

1.7 COST OF RESPONSES

The City of Colorado Springs is not liable for any cost incurred by vendors in preparing their response. Respondents may be asked to clarify or expand upon information provided.

1.8 PROPRIETARY INFORMATION

If a response contains information that the respondent does not want disclosed to the public, or used for any purpose other than the evaluation of this response, all such information must be indicated with the following or similar statement: *“The information contained on pages _____, _____, and _____ shall not be duplicated or used in whole or in part for any purpose other than to evaluate the response provided. If a contract is awarded to this firm as a result of the submission of such information, the City of Colorado Springs shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the City of Colorado Springs’ right to use the information herein if obtained from another source.”*

All such nondisclosure items specified in the response shall be subject to disclosure as provided in the Colorado Open Records Act (CORA) or as otherwise provided by law.

1.9 RESPONSE MATERIAL OWNERSHIP

All material submitted in response to this RFI becomes the property of the City of Colorado Springs except for software products that are made available for demonstration purposes and proprietary material.

APPENDIX A – PRICE SHEET

Proposals should include examples of the type of sedans the vendor offerors for purchase

<u>SEDAN</u> Make, Model	<u>Trim Package</u> (no codes, be descriptive)	<u>DRIVETRAIN & ENGINE</u> FWD or AWD	<u>Fuel Milage and potential Maintenance Cost</u>	<u>Pricing/Costs</u>	<u>Hybrid Pricing</u> (if Offer)
<u>EXAMPLE:</u> RAY, X-2	<u>Example</u> Power Windows, Power Seats, Nav dash, heated Mirrors, Blind Spot Detection	<u>EXAMPLE:</u> AWD, 1.5L	<u>EXAMPLE:</u> 35 MPG Estimated Maintenance Cost \$500 per year.	<u>EXAMPLE:</u> \$15,000.00	<u>EXAMPLE:</u> \$21,000.00

APPENDIX B – SCOPE OF WORK

B.1 OBJECTIVE

The City of Colorado Springs wishes to establish a 4-door passenger car (Sedan) purchasing and service contract with manufacturers or suppliers who are experienced in providing sedans that conform to the specifications provided in these solicitation documents. It is the intention of the City of Colorado Springs to establish a strategic business arrangement with multiple vendors for all the equipment, warranty administration, and parts needs for these vehicles. The City is requesting information on available options that meet the requirements of this RFI.

B.2 MINIMUM SPECIFICATIONS

Sedan with AWD and Front Wheel Drive

- A. Typical Model: 4-Door
- B. Engine: 1.4 Liter or Equivalent (Hybrid upon request)
- C. Transmission: Automatic
- D. Battery: Maintenance Free
- E. Gauges: Fuel, Water Temperature, Oil Pressure, Voltmeter, Hour Meter
- F. Fuel Tank: 10 Gal. or Equivalent
- G. Wheels/Tires: Aluminum/All-Season
- H. Color: Exterior – White
Interior – Black/Gray
- I. Seating: Vinyl Bucket Seats w/ Front Canvas Alike Seat Covers
- J. Flooring: Carpet with Heavy Duty Vinyl w/ Heavy Duty Floor Mats
- K. Standard:
 - Tilt Steering
 - Power Steering/Brakes
 - Center Floor Console
 - 4-Wheel Disc Brakes
 - Power Drivers Seat
 - Power Window, Locks, Mirrors
 - Bluetooth AM/FM Stereo
 - Tinted Rear Windows
 - Back-up Camera
 - Cruise Control
 - Air Conditioning
 - Traction Control
 - Tire Pressure Monitor
 - Full Airbags, Head Side Curtains
 - Spare Tire w/ Jack
 - Body Color Side Moldings
 - Rear Window Defogger

NOTE: Only City Fleet Management may/may not add (additions) to vehicle

B.3 WARRANTY

The City of Colorado Springs Fleet Management require all prospective respondents to provide an “in-house” dealer supported fleet warranty program. The intent is to use dealers for most warranty claims, but to assist in recovering all possible warranty claims a Fleet Management in-house warranty program will be expected. All warranty and recall work must be performed at a local service facility. In cases where this is not possible, the vehicle must be transported to and from Colorado Springs by supplier at no cost to City of Colorado Springs.

B.4 TRAINING AND TECHNICAL SUPPORT

Provide access to seminars, operator training, maintenance technician training (local and factory), engineering references and related documentation, standardization opportunities with other contract partners that would have mutual benefit, etc., and technician technical training classes.

B.5 MANUALS, SERVICE PUBLICATIONS AND SOFTWARE

The following items shall be supplied at no cost to the City of Colorado Springs with each model ordered:

A. Paper copies- Two complete sets for each model year

B. On-Line Version- An online service system, comparable to those available to dealerships, shall be provided with accessibility for 10 concurrent users. The City of Colorado Springs must pre-approve online system.

C. Operator manuals - Complete set of general operator manuals

D. Service Manuals - Chassis: Service manuals are to include diagnostics and repair procedures for all OEM installed components including, but not limited to, the chassis, engine, electronic engine controls, fuel system, and electrical system including all controllers, transmission, axles, and HVAC.

E. Diagnostic Software - Diagnostic software may be provided that shall include the engine, emissions, transmission, chassis electrical systems and ABS brakes. If a diagnostic software set shall include the four listed software programs and all necessary cables and interface devices. Supplies may provide two (2) diagnostic sets. New software to support product upgrades, and cables and interface devices, if different, shall be provided at the previously described quantities.

F. Parts Manual – Chassis: On-Line Version: An on-line parts catalog system, comparable to those available to dealerships, shall be provided, with accessibility for five (5 or more upon request) concurrent users. Parts system shall be complete for all OEM-installed components, including but not limited to, the chassis, engine, electronic engine controls, fuel system, and emission system, electrical system including all controllers, transmission, axles, and HVAC. City of Colorado Springs Fleet must pre- approve online system.

G. Alternative Fuel Vehicles -Type of vehicles supplier will be producing during the next 3 - 7 years that are Hybrid, Ethanol, Electric, Hydrogen or otherwise known as an Alternative

Fuel Vehicles. In addition, supplier should indicate their level of commitment to an Alternative Fuels Program. Upon request, provide information on manufactures recommended Bio-Diesel content for the diesel engines

H. Specialty Vehicles – Supplier & City of Colorado Springs will be given the first opportunity to provide a bid for specialty vehicles that fall in the sedan class but which are not included in the specifications in the Bid Tab of these solicitation documents, however the City of Colorado Springs reserve the right to purchase these vehicles from other suppliers if deemed to be in the best interest of the City of Colorado Springs.

B.6 DELIVERABLES

All product/units/vehicles offered must meet or exceed all minimum specifications.

DELIVERY NOTES: Delivery address shall be:

404 W. Fontanero St.
Colorado Springs, CO 80907
(Mon-Fri 8am-2pm, exceptions approved by Fleet)

A. Schedule/Delivery

All deliveries shall be made to the address listed on the Purchase Order and shall be F.O.B. Destination.

If vehicles are not delivered in accordance with the specifications and Purchase Order requirements supplier shall be responsible for promptly correcting any equipment delivery deficiency, at no cost to the City of Colorado Springs, immediately after the City of Colorado Springs notifies supplier of such deficiency in writing/email format.

Unless otherwise specified on the Purchase Order, all orders must be delivered and invoiced no later than December 15th of each year.

B. Acceptance Criteria

City of Colorado Springs shall evaluate all procurements on reliability, service responsiveness, as well as safety and ergonomic considerations.

All vehicle delivery must be coordinated with designated City of Colorado Springs Fleet Coordinator prior to delivery. All vehicles delivered must possess all paperwork, manuals, temporary tags, 4 sets of keys (2 FOBS & 2 hard Keys programmed) and a full tank of fuel. All vehicles shall be accepted and delivered Monday-Friday 8am-2pm DO NOT deliver day before and day after a Holiday. Upon delivery the unit will be physically inspected by authorized Fleet Coordinator or directed personnel to ensure the vehicle/ equipment meets specifications. Those units not meeting specifications will be rejected thus supplier will provide an ETA of the vehicle that meets specification. New vehicles and equipment acquisitions shall abide by the following guidelines to ensure proper billing, delivery and title/ MSO/ invoice formatting.

C. Bill To:

City of Colorado Springs Fleet Management
404 W. Fontanero St
Colorado Springs, CO 80907

D. Title Work:

COLO SPGS, CITY OF
404 W. Fontanero St. Colorado Springs, CO 80907

E. Delivery/ Ship To:

City of Colorado Springs Fleet Management
404 W. Fontanero St.
Colorado Springs, CO 80907

B.7 SAFETY

Safety is an extremely important value of City of Colorado Springs and all efforts in regard to safety and supplier safety is expected. Supplier will ensure all personnel conform to all industry, OSHA and City of Colorado Springs safety guidelines and standards for safety. Supplier is required to meet or exceed all OSHA regulations. Failure to comply with OSHA regulations may result in removal from the site and subsequent disqualification from performing work at any City of Colorado Springs site.

Supplier employees on City of Colorado Springs sites which require such safety gear to be worn shall be required to wear sturdy work boots, hard hats, and safety glasses with side shields, while on site. This includes OSHA acceptable hard hats, safety boots and safety glasses with side shields.

All sites are designated as NON-SMOKING. Supplier shall enforce this restriction.

Supplier is required to notify City of Colorado Springs personnel and the Safety and Health Department of all incidents (as described below), including minor incidents, occurring in the course of performing any work whether on City of Colorado Springs premises or any other location. The suppliers will conduct own safety reporting protocol.

B.8 SECURITY REQUIREMENTS

The of Colorado Springs do not assume any responsibility, at any time, for the protection of or for loss of tools, parts, or materials.

Supplier shall provide to City of Colorado Springs Fleet Coordinator/Fleet Personnel, prior to the commencement of any Work, a listing of all employees, including names, United States issued identification that will be on City of Colorado Springs property during the Work if required. This list must be updated daily as needed during the Work. This list shall include the names of all subcontractor employees employed by supplier. Names shall be submitted to the City of Colorado Springs Fleet Coordinator/Fleet Personnel as soon as reasonably possible prior to- employee's scheduled arrival.

Failure to submit names to City of Colorado Springs will result in a delay of employee(s) access to site. City of Colorado Springs will not be held responsible for- such delays. United States issued identification (i.e. driver's license, passport, etc.) will be required for site entrance. Supplier will provide their employees with proper identification.

Supplier's personnel shall promptly report all incidents involving the loss, theft or vandalism of tools, equipment or material to City of Colorado Springs personnel. Notification shall also include incidents of violence, threats against others, illegal activities and misconduct. Local Law Enforcement may be contacted if needed. All reported incidents will be followed up by a written report within 24 hours of verbal notification.

B.9 PROHIBITED ITEMS

Any person who possesses, transports, or uses prohibited articles on any City of Colorado Springs site is subject to immediate site removal. Prohibited articles include but are not limited to:

- A. Dangerous weapons
- B. Explosives, ammunition, and incendiary devices
- C. Controlled substances and drug paraphernalia (e.g., illegal drugs and associated paraphernalia, but not prescription medication)
- D. Alcoholic beverages (includes "near" and "non-alcoholic" beer and wine) Contraband (includes other items prohibited by law)

Supplier's employees and employees of its subcontractor's discovered on the site in possession of any prohibited article will have the prohibited article confiscated and City of Colorado Springs Fleet Coordinator/Fleet Personnel will be notified. If the prohibited article is illegal, local Law Enforcement will be contacted.

In all cases, the person in possession of a prohibited article is subject to be obtained by Local Law Enforcement.