

COTTONWOOD HEIGHTS  
1265 East Fort Union Blvd., Suite 250  
Cottonwood Heights, UT 84047

**Request for Proposals**

("Step Van" Vehicle—Due Friday, 25 September 2015 at 5:00 p.m.)

1. **Introduction.** The city of Cottonwood Heights (the "City") is requesting proposals from licensed automobile dealers to provide a vehicle (the "Vehicle") for the Cottonwood Heights Police Department ("CHPD"). It is the intent of this Request for Proposals (this "Request") to set forth the minimum acceptable requirements for response to this Request.

2. **Detailed Description of the Vehicle.** The Vehicle shall meet the following minimum specifications:

(a) 2002 - 2010 "step van" (i.e., Freightliner MT55 step van or similar), used and in good working order and condition, not to exceed 250,000 (diesel engine) or 125,000 (gasoline engine) actual miles;

(b) Cummins 6 cyl. ISB 5.9 diesel engine, **or equivalent** gasoline engine, with minimum 200 HP;

(c) Allison 6 speed automatic transmission with overdrive **or equivalent**;

(d) Hydraulic brakes;

(e) Cargo area 20' - 24' in length, at least 93" wide and at least 86" in height;

(f) Overall vehicle length not to exceed 35';

(g) Left side driver's seat and controls;

(h) Minimum GVWR 24,000; maximum GVRW 26,000; and

(i) All black or all white in color. Paint must be in good condition with no decals, graphics, etc.

The foregoing specifications are not intended to be all-inclusive, but instead only establish minimum standards. Equivalent alternatives for the above specifications may be acceptable but must be clearly identified in the response to this Request.

3. **Inspection; Delivery.** The City reserves the right to inspect and test any vehicle covered by a response to this Request. Satisfactory results of any such inspection and testing, as determined by the City, are required. "Branded," "rebuilt" (or similar) certificate of title is not acceptable.

4. **Proposal Requirements.** Three copies of a response to this Request are required to be submitted to the City offices listed above to the attention of Paul Brenneman, CHPD Assistant Chief, no later than 5:00 p.m. (MDT) on Friday, 25 September 2015. Any response,

modification, or amendment received after the due date and time will not be accepted. No electronic responses (facsimile, e-mail, or telegraphic) will be accepted.

The proposer's proposal must include or acknowledge, as applicable, the following and be signed by an authorized representative of the proposer:

- (a) All material terms concerning the sale of the Vehicle to the City;
- (b) A specific description of the Vehicle, including manufacturer, year, actual mileage, vehicle identification number, condition, known or reasonably suspected defects, and any other information reasonably available to the proposer concerning the Vehicle;
- (c) Clear and accurate photographs of the interior and exterior of the Vehicle;
- (d) Purchase price, including transport cost to the City's offices and all other costs, fees, expenses and obligations necessary for the City's acquisition of unencumbered legal title to the Vehicle;
- (e) Photocopy of both sides of the current certificate of title or similar evidence of proposer's legal title to the Vehicle; and
- (f) Evidence of proposer's status as a licensed vehicle dealer.

5. **Identification of Anticipated Potential Problems.** The proposal should identify and describe any potential problems or recommendations with respect to providing the Vehicle.

6. **Evaluation Criteria and Scoring Process.** All proposals received will be reviewed by a selection committee of one or more individuals appointed by the City (the "*Selection Committee*"). In evaluating each proposal, the Selection Committee will utilize the following evaluation criteria, each of which has been given a percentage based on its relative value to the whole. The criteria and each associated percentage are as follows:

<b><u>Evaluation Criteria</u></b>	<b><u>Weight</u></b>
Price	45%
Selection, condition, etc. of Vehicle	45%
Ability to Timely Deliver Vehicle	<u>10%</u>
TOTAL	100%

7. **Selection.** Discussions may be conducted with proposers determined by the City to be reasonably susceptible of being selected for award; provided, however, that proposals may be accepted without discussion. In addition, the City may inspect and test proposed vehicles. Based on the results of the inspection, if any, and proposal scoring, the proposers will be rated by the selection committee, and such recommendations will be forwarded to the City's manager (the "*Manager*"). The Manager may select a proposer to provide the Vehicle hereunder. The Manager's decision shall be final.

8. **Purchase Order**. The City will issue a purchase order for the Vehicle, together with other required documentation.

9. **General Information**. The City reserves the right to reject any and all responses to this Request. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the proposer's sole risk and expense. Except for information provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. The City anticipates selecting one of the responding proposers, but there is no guaranty that any responding proposer will be selected. Responses to this Request may be placed in public domain and become public record subject to examination and review by any interested parties in accordance with the Government Records Access and Management Act (UTAH CODE ANN. §63G-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with GRAMA.

10. **Contact Person**. For further information, contact Assistant Chief Paul Brenneman of CHPD as follows:

Address: 1265 East Ft. Union Blvd., Suite 100  
Cottonwood Heights, UT 84047  
Telephone: (801) 944-7100  
E-mail: [PBrenneman@ch.utah.gov](mailto:PBrenneman@ch.utah.gov)