

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

BW9660-0/15

Contract
 Re-Bid
 Other

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1500087
 TERM OF CONTRACT: 3 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Lease of 2015 Lincoln MKS FWD Sedan

Description: Lease of 2015 Lincoln MKS FWD Sedan for a government official.

Issuing Department: ID
 Contact Person: Lorrie Kola
 Phone: 305-375-4884

Estimate Cost: 50,000.00
 Funding Source: GENERAL
FEDERAL
OTHER
Internal Ser

ANALYSIS

Commodity Codes:	97514				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$	\$	\$		
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation: Lowest Bidder by item

Signed: Lorrie Kola Date sent to SBD: 05/21/2015

Date returned to DPM:



INVITATION TO QUOTE (ITQ) NO. IQ-00243

ITQ CLOSE DATE/TIME: June 5, 2015

ITQ TITLE: Lease of 2015 Lincoln MKS FWD Sedan

CONTACT PERSON: LORRIE KOLA

CONTACT PHONE/ EMAIL: 305-375-4884 / DLORIE@MIAMIDADE.GOV

ISSUING DEPARTMENT: INTERNAL SERVICES DEPARTMENT (ISD)

SECTION 1 – GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-3.pdf>.

NOTICE TO ALL BIDDERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

PLEASE NOTE THE FOLLOWING: No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.



SECTION 2 – SPECIAL TERMS AND CONDITIONS

1. PURPOSE

The purpose of this Invitation to Quote (ITQ) is to secure quotes for the lease of a 2015 Lincoln MKS FWD Sedan.

2. METHOD OF AWARD

An award shall be made to the responsive, responsible Bidder who meets the minimum requirements below and offers the lowest monthly lease rate for the vehicle and lease term selected.

2.1 MINIMUM REQUIREMENTS

- A. The Bidder must be an authorized dealer of the manufacturer or a duly licensed and authorized leasing company engaged in the business of leasing automobiles. The Bidder must provide authenticating documentation of its status.
- B. A service facility capable of supporting the proposed sale and performing warranty repairs and supplying needed parts must be located in Miami-Dade or Broward County. The service facility is subject to the County's review and approval.
- C. In accordance with Chapter 320 of the Florida Statutes, SS320.27, Bidders must be licensed by the state of Florida as a motor vehicle dealer. Bidders shall furnish a copy of their license.

Bidders shall provide copies of requested documents with their bid. However, the County reserves the right to request such documentation during the evaluation period. Failure to meet these requirements may result the bid being deemed non-responsive.

3. TERMS AND CONDITIONS

- 1. Miami-Dade County is Excise Tax Exempt (batteries & tires) under Federal Tax Exemption No. 59-73-024SK and holds Florida Sales Tax Exemption certificate No. 034003608-2 3. Sales tax charges will not be paid and should not appear in any calculations or be figured in the Bidder's quote.
- 2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
- 3. In case of default by the awarded Bidder, Miami-Dade County may procure the goods or services from other sources and charge the awarded Bidder, any excess cost or damages occasioned thereby, and debar the Bidder from further County contracts in accordance with the Miami-Dade County Code.
- 4. All material specified herein shall be fully guaranteed by the bidder against factory defects. The Bidder, at no cost to the County, shall correct any defects which may occur as the result of faulty material or workmanship, within the period of the manufacturer's standard warranty. The County does not waive the implied warranties granted under the Uniform Commercial Code (UCC).
- 5. Bidders shall insert unit price as required opposite each item to include all elements of cost for the vehicle. The Bidder shall provide a response of "N/A" or "No Bid" for any item that a price will not be offered.
- 6. This Invitation to Quote Form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
- 7. All vehicles offered shall be new, not previously used as a demonstrator or loaner, may not have been previously sold or damaged, whether repaired or not, nor have been operated for any other purpose including point to point delivery transportation which would cause the vehicle to register more than 25.0 miles on the vehicle's odometer and corresponding registration and titling papers at the time and place of



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Procurement Management Services
Invitation To Quote

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delivery to the County. **Vehicles with an odometer reading in excess of 25.0 miles will not be accepted** unless determined to be in the best interest of the County upon evaluation.

8. Rejected goods remain the property of the awarded Bidder and all risk of loss remains with the Bidder. The awarded Bidder must remove all rejected goods from County property within three (3) business days.
9. **Inspector General (IG) Fee:** The costs of mandatory random audits by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price. Refer to Section 1, Paragraph 1.27 of the General Terms and Conditions for further details.
10. **User Access Program (UAP) Fee:** Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). Refer to Section 1, Paragraph 1.35 of the General Terms and Conditions for further details.
11. The County, at the request of the Bidder, may sign a lease agreement with a third party ("Lessor"), provided the lease terms and conditions stated in this ITQ supersede all terms and conditions stated in that lease agreement. The Bidder shall assume the responsibility for any and all additional costs occurring from any variance in the terms and conditions of this solicitation, and those offered in any standard language lease of the Lessor, signed by Miami-Dade County at the request of the Bidder.
12. The Bidder shall be responsible for UAP and IG fee deductions associated with all the payments to the leasing company including lease end closeout/termination charges. If the Bidder is not the Lessor, the County may require the following prior to issuing a Purchase Order:
 - a. The Bidder and Lessor shall provide written notice to Miami-Dade County regarding the terms of the agreement for UAP and IG deduction payment responsibility.
 - or
 - b. The Bidder and Lessor shall include the terms of the Bidder's responsibility in the lease agreement or an addendum to the lease agreement.

Sample Language for Lease: The Bidder shall be fully responsible to Lessor for the UAP and IG fees totaling 2¼% of the monthly invoice and lease end closeout/termination charges.

Note: The finance company awarded or the finance company selected by the awarded Bidder shall be capable of accepting payments that include the deduction of UAP and IG Fees.

13. The County may make direct monthly payments to Lessor upon completion and submission of a W-9 Form by the Lessor and receipt of a letter authorizing such direct payment to the Lessor by the awarded Bidder. Upon satisfactory completion of these requirements, the County will initiate direct monthly payments.
14. The purchase order issued to the awarded Bidder shall be used for payment purposes for any maintenance and/or repairs not covered under warranty which are performed by the leasing dealership at their posted shop rates.
15. The vehicle must be State of Florida DMV tagged with a conventional FL tag (County yellow tag is not acceptable). Any and all costs associated with tagging and or registration shall be included in the price quote.
16. Delivery is required within one hundred twenty (120) days after the issuance of a Purchase Order to the Awarded Bidder.



SECTION 3 – TECHNICAL SPECIFICATIONS

Miami-Dade County is seeking the lease of a **2015 Lincoln MKS FWD Sedan** for use by a County Official.

- 3.1 These are the technical specifications and minimum requirements for a **2015 Lincoln MKS FWD Sedan** with manufacturer's standard gasoline engine, automatic transmission, and the following supplemental options:
- 3.1.1 Exterior Color: White Platinum "NO SUBSTITUTION"
 - 3.1.2 Acceptable Interior Color: Dune Platinum Leather "NO SUBSTITUTION"
 - 3.1.3 101A Elite Group
 - 3.1.4 Technology Package
 - 3.1.5 Dual-Panel Moon Roof
 - 3.1.6 20 Inch Premium Painted Aluminum Wheels
 - 3.1.7 Cold Weather Package
 - 3.1.8 Color Coordinated Carpet Mats for all seating positions
 - 3.1.9 Three (3) sets of keys to include controls are required at time of delivery and a valet key (if available).
 - 3.1.10 The County will be responsible for miles driven in excess of 12,000 miles per year of lease in the amount of no more than twenty-five cents (\$.25) per mile.
 - 3.1.11 The finance company selected by the awarded bidder must be capable of accepting payments that include UAP and IG Fees deductions and generating a proper monthly invoice thereafter.



SECTION 4 – BID SUBMITTAL

2015 Lincoln MKS FWD Sedan per Technical Specifications

Please enter the delivery time for this unit: _____ (days)
 (For informational purposes only)

24 Month Lease Term

- A. Total Lease Inception Costs Due to Start the Lease \$ _____
- B. Twenty Three (23) Monthly Payments of \$ _____ Per Month \$ _____
(Total of monthly payment X 23)
- C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company \$ _____
- D. Effective Monthly Lease Rate \$ _____
Total of A+B+C / 24 months

36 Month Lease Term

- A. Total Lease Inception Costs Due to Start the Lease \$ _____
- B. Thirty Five (35) Monthly Payments of \$ _____ Per Month \$ _____
(Total of monthly payment X 35)
- C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company \$ _____
- D. Effective Monthly Lease Rate \$ _____
Total of A+B+C / 36 months



Miami-Dade County Procurement Management Services Invitation To Quote

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39 Month Lease Term

- A. Total Lease Inception Costs Due to Start the Lease
B. Thirty Eight (38) Monthly Payments of \$ _____ Per Month
C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company
D. Effective Monthly Lease Rate

42 Month Lease Term

- A. Total Lease Inception Costs Due to Start the Lease
B. Forty One (41) Monthly Payments of \$ _____ Per Month
C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company
D. Effective Monthly Lease Rate



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48 Month Lease Term

A Total Lease Inception Costs Due to Start the Lease	\$	_____
B. Forty Seven (47) Monthly Payments of \$ _____ Per Month	\$	_____
		(Total of monthly payment X 47)
C. Any Lease End Disposition Fee(s) to be Paid Directly to the Leasing Company	\$	_____
D. Effective Monthly Lease Rate	\$	_____
		Total of A+B+C / 48 months