

REQUEST FOR PROPOSAL
Vehicle Lease and Fleet Management

600 Broadway, Suite 200
Kansas City, Missouri 64105-1659

816-474-4240
816-421-7758 FAX
www.marc.org



Request for Proposal
Vehicle Lease and Fleet Management Services

Issued:	July 22, 2024
Proposals must be received by:	August 12, 2024, 12 p.m. CDT
Contact and Clarifications:	Submit to Carol Gonzales, Director of Finance and Administration cgonzales@marc.org

BACKGROUND

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. It is a public, non-profit agency. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte and Ray counties in Missouri; and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas.

MARC was formed in 1972 and is governed by a 33-member board of directors composed of city and county elected officials. In addition to the board, MARC has dozens of policy, technical and advisory committees and decision-making entities overseeing its work and providing important and diverse stakeholder involvement.

MARC has 170+ staff members who work in areas such transportation, environment, aging services, early learning, research services, emergency management, housing and internal support service. Staff attend meetings and training that require travel from MARC's offices at 600 Broadway, Kansas City, Missouri.

SCOPE OF WORK

MARC currently requires at least six (6) vehicles on a lease basis that will satisfy the following needs and specifications. MARC will need a combination of sedans and utility vehicles (vans). This combination will include four (4) sedans and two (2) vans. Newer models and low mileage preferred.

Following are the requirements Proposers that cannot meet all requirements/ needs and specifications and choose to submit a proposal anyway, must identify which elements they cannot meet.

Lease Requirements/Needs

- Five (5) year lease with minimal mileage restrictions
- Convenient and comprehensive maintenance program including repairs, tire repair, battery

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work, registration/inspection, body work, and general maintenance based on recommended service time. (Include address of location of facilities that will perform services, monitoring and service notification capabilities and procedures and included and excluded items/coverage, compatibility with manufacturer's warranty.)

- Vehicles that are hybrids and plug-in hybrids, including at least one battery electric vehicle. For example, hybrid cars should be no less than a combined city/highway EPA estimated 45 miles per gallon, and hybrid vans should be no less than a combined city/highway EPA estimated 32 miles per gallon.
- Ability to add additional/modify number and type of leased vehicles under the original agreement.

Additional Interests

- Option to upsize fleet on short-term basis
- Roadside assistance service (for leased vehicles, possibly to include other owned vehicles.)
- Risk management description (how insurance is handled).
- Reporting capabilities possessed including comprehensive invoicing, monthly management reports, maintenance notification, and electronic capabilities.
- Price guarantee for at least one year, additional years preferred.

VENDOR REQUIREMENTS

The vendor must have:

- Demonstrated experience and success in leasing vehicles to non-profit organizations.
- Named Point of Contact/Account Manager for all issues concerning the prospective lease.

SUBMITTAL REQUIREMENTS

All proposals should contain the following information in the order in which it appears within this document. Proposals are meant to clearly communicate the potential firm's qualifications for the project and therefore, should provide information in a clear and concise manner. Firms are encouraged to limit their responses to only material that is relevant to the consultant services and the scope of the project cited.

- Company Information
 - Company's legal name, address, and telephone number.
 - Number of years in business
 - Number of employees
 - Bio(s) of the named Point of Contact and or Account Manager
- Vendor References
 - Provide a minimum of three (3) references of customers for whom you have completed similar services. Include contact names, telephone numbers, and addresses. Organizations that are similar in size and type to MARC are preferred.

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- Leasing Plan
 - Provide a Leasing Plan which includes the vehicles' make, model, and year and describes the activities, timelines and estimated maintenance schedule for leased vehicles.
- Lease Requirements/Needs and Additional Interests
 - Address each of the items in the Lease Requirements/Needs and Additional Interests listed under the Scope of Work section.
- Pricing
 - Provide pricing for all fees and charges associated with leasing and maintaining vehicles.

QUESTIONS

All questions regarding this Request for Proposal (RFP) should be directed to Carol Gonzales by email at cgonzales@marc.org. Responses to questions will be provided to all interested parties.

RESPONSES

Responses to this Request for Proposal should be directed to Carol Gonzales and Carmellya Anderson no later than **12 p.m. CDT on August 12, 2024**. Responses should be submitted electronically and directed to:

Carol Gonzales/Carmellya Anderson
Mid-America Regional Council
600 Broadway, Suite 200 Kansas City, MO 64105

cgonzales@marc.org
canderson@marc.org

Note: It is the responsibility of the vendor to verify the receipt of RFP Responses or any related electronic communication by MARC staff as there is always the possibility of emails getting blocked by MARC's firewall/spam filter.

SELECTION

Selection will be based on the vendors ability to meet the specified requirements regarding (1) pricing, mileage restrictions and length of price guarantee (25%); (2) ability to provide hybrid, EV and fuel efficient vehicles (25%); (3) comprehensiveness of maintenance program, including convenience and ability to provide roadside assistance (25%); and (4) flexibility to add vehicles for short or long term (25%). MARC staff may contact vendors with questions regarding the contents of proposals and to ask for clarifications during the evaluation process.

ENGAGEMENT

This Request for Proposal does not commit MARC to award a contract or to pay costs incurred in the preparation of a response to this Request for Proposal. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in the best interest of MARC. MARC

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may require the proposer selected to participate in negotiations, to refine the Scope of Services to fit within the allocated budget.

SELECTION SCHEDULE

The following schedule will be used for the selection of a vendor.

Request for Proposal Issued	July 22
Deadline for Proposal Submittal	August 12
Informal Selection and Refinement of Terms	August 15
Select Preferred Vendor (Board Approval Required)	August 27
Commence Lease Agreement	October 18

OTHER KEY INFORMATION

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as "Proprietary Information" as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law."

Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.