



City of Kirkland

Request for Proposal

Lease of Electric Vehicles for Police Department

Job # 07-26-PD

Issue Date: March 5, 2026

Due Date: April 2, 2026–4:00 p.m. (Pacific Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

Lease of Electric Vehicles for Police Department Job # 07-26-PD

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033

Proposals received later than **4:00 p.m. April 2, 2026 will not** be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <https://www.kirklandwa.gov> Click on the "Business" tab at the top of the page, then click on "Doing Business with the City" and look under the "Opportunities" tab.

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 5th Day of March 2026

Jacinda Guild
Purchasing Agent
425-587-3123

Published in the Daily Journal of Commerce – March 5th and March 12th, 2026

Background Information

The City of Kirkland is located on the eastern shore of Lake Washington. It is a suburban city, surrounded by other suburban cities and pockets of unincorporated King County. The City is near several major transportation routes including Interstate 405, State Route 520, and Interstate 5. These routes connect the City economically and socially to the greater Seattle area.

At the time of incorporation in 1905, the City of Kirkland's population was approximately 530. The current population is 97,850 and Kirkland is the thirteenth largest city in the State of Washington and the sixth largest in King County.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

City Preferences for Leased Vehicles

The City of Kirkland invites proposals from qualified companies or dealerships to provide a three-year lease of an estimated 30 to 40 new electric vehicles. The City will not be purchasing any of the vehicles and is not interested in a lease of used vehicles. Maintenance costs should be included in the proposals.

Proposals should include the costs per vehicle for both leasing monthly and for paying annually. Please indicate if there is a discount for paying the full year's lease at one time.

The City requests delivery of the electric vehicles within 3 months of a signed contract for the accepted bid. All maintenance charges or costs as part of this lease should be included and listed separately.

The preferred service range for the electric vehicles is at least 200 miles between full charges. Smaller cars or sedans are preferred. Trucks or vans will not be considered.

Vendors may propose pricing for multiple makes and models of vehicles in their proposals. The City may elect to lease more than one type of vehicle within the estimated maximum of 40 vehicles to be leased.

The City may also elect to lease additional vehicles during this three-year term after the initial order. Rates charged for future leases will not increase from what was initially submitted by the dealership from their proposal.

Vendors may also provide pricing if they offer charging equipment for the electric vehicles that can be used at residential homes. This charging equipment would be an optional purchase/lease for the City to consider.

Current Electric Vehicle Leasing Program

The City is currently leasing 37 Hyundai Kona vehicles for some City of Kirkland Police Officers to use in their commute from their individual homes to the police station located at 11730 NE 118th St., Kirkland, WA 98034.

Police officers are only using these vehicles for their commuting needs, and for no other purposes. (Errands, vacations, etc.) Vehicles are charged at the Officer's homes.

Contract Requirements and Fees

If your proposal is accepted, the following fees and requirements will be due upon award, prior to issuance of a contract:

1. Compliance with Law/City of Kirkland Business License

- Vendor must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.
- The Vendor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.

2. Insurance

- Vendor will be required to obtain Garage Liability insurance with limits of \$2 million per occurrence and \$4 million aggregate. The City is willing to consider alternative insurance requirements, such as lower limits and an umbrella policy, if deemed sufficient by the City's Risk Management and City Attorney's Office.

Submittal Requirements

- Include detailed information about the vehicles to be leased.
- Include monthly pricing for a 36-month lease (including taxes and all fees), and if there is a discount for paying annually
- Include a summary of maintenance charges/costs per vehicle for a lease option.
- Include warranty information for all vehicles included in vendor's proposal
- Include a summary of any electric vehicle tax breaks or similar incentives used in the pricing if applicable.
- Identification of the project manager and a description of relevant experience of company or dealership.
- Names of clients, current address, phone numbers and email addresses of four recent references, preferably with municipalities or other governmental organizations.

Proposal Submittal Instructions

Please note: The following general requirements are mandatory for all proposals. Proposals submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

- 1. Proposals must be received no later than 4:00 PM on April 2, 2026 (Pacific Time).**
2. Emailed proposals should include, "Lease of Electric Vehicles for Police Department - Job #07-26-PD" in the subject line and be addressed to purchasing@kirklandwa.gov.
3. All proposals sent electronically must be in the form of a PDF document and cannot exceed 20MB.
4. All proposals must include the legal name of the organization, company/vendor, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
5. To be evaluated, a proposal must address all requirements and instructions contained within.
6. Provide all references and materials required by the RFP instructions within.

Questions

Upon release of this RFP, all Vendor communications concerning the RFP should be directed to the City's RFP Coordinator listed below via email. Unauthorized contact regarding this RFP with any other City employees may result in disqualification.

Any oral communications will be considered unofficial and non-binding on the City. Service Providers should rely only on written statements issued by the RFP Coordinator. The City's RFP Coordinator for this project is:

Name:	Archie Ferguson
Address:	City of Kirkland, Public Works 123 5th Avenue, Kirkland, Washington 98033
E-mail:	aferguson@kirklandwa.gov

Questions regarding the RFP process are to be addressed to Jacinda Guild, Purchasing Agent, at purchasing@kirklandwa.gov or (425) 587-3123.

The deadline to submit questions is 5:00 PM PDT on March 18, 2026. Responses to questions will be posted on the [City's website](#) on March 25, 2026.

Submittal Deadlines

March 5, 2026: Release RFP

March 18, 2026:	Proposer questions due
March 25, 2026:	Answers to RFP questions posted on website
April 2, 2026:	Proposals Due
April 9, 2026:	Notify proposers of interviews
April 21 or 22, 2026 (TBD):	Interviews
April 29, 2026 (on or before):	Notify selected proponent
May 1-May 8, 2026:	Contract negotiation/preparation/signature
August 1, 2026 (or earlier)	Vendor delivers vehicles to City

Selection Criteria and Process

The City will make a selection based on the evaluation of the submitted proposals. The City may also conduct an interview process with scoring used to determine the selected proposer. The City may elect to interview some or all proposers. The City reserves the right to make a selection based only on the evaluation of the written proposals. Written proposals and interviews will be evaluated based on the following criteria:

• Vehicle specifics in proposal which matches City preferences and is in the City’s best interests	40%
• References	10%
• Timely delivery of vehicles (3-month goal)	20%
• <u>Cost schedule</u>	<u>30%</u>
Total	100%

Lease Agreement

The selected vendor and the City will execute a lease agreement to be negotiated between parties consistent with the pricing identified in the vendor’s proposal.

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
- E. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described

in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the City's standard Professional Services Agreement is available for review (see attachment B). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting, or presenting its response to the RFP.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFP to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

Cooperative Purchasing

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City contracts, provided that the vendor agrees to participate. The City does not accept any responsibility for contracts issued by other public agencies, however.

Public Disclosure

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in the "Public Records Act," chapter 42.56 RCW. Any proposals containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the company, or is any way contrary to the Public Records Act or this RFP, could be removed from consideration. The City will not accept the liability of determining what the company considers exempt from disclosure under the Public Records Act. Therefore, any information in the proposal that the company claims as exempt from disclosure under RCW 42.56.270 or other provision of the Public Records Act must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include citations to the specific statutory exemption(s) from disclosure upon which the company is making the claim, and the page any claimed exemption is found on must be identified. With the exception of lists of prospective companies, the City will not disclose RFP proposals in response to a public records request until a selection is made. At that time, all information about the competitive procurement will be available with the exception of any claimed exempt portion(s) of the proposal. In response to a public records request, the City will consider a company's request for exemption from disclosure. If the City disagrees with the claimed exemption or is unsure of its validity, the City will notify the company

and will wait for a period of 14 calendar days before disclosing in order to give the company an adequate opportunity to seek a court order preventing disclosure.

DBE Participation

The City encourages DBE companies to submit qualifications and encourages all vendors to team with DBE companies in their pursuit of this project.

Federal Debarment

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an “active exclusion” on the U.S. government’s “System for Award Management” database (www.sam.gov).