



# **City of Kirkland**

## **Request for Proposal**

### **Lease or Purchase of Electric Vehicles**

**Job # 10-23-PW**

**Issue Date: April 3, 2023**

**Due Date: April 24, 2023–4:00 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 Job # 10-23-PW**

File with Purchasing Agent, Finance Department, 123 - 5<sup>th</sup> Ave, Kirkland WA, 98033

Proposals received later than **4:00 p.m. April 24, 2023 will not** be considered.

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

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 3rd Day of April 2023**

Jay Gewin  
Purchasing Agent  
425-587-3123

**Published in the Daily Journal of Commerce – April 3<sup>rd</sup> and 10<sup>th</sup> of 2023**

## **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 estimated population is 93,570. 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 Vehicles to be Leased or Purchased**

The City of Kirkland invites proposals from qualified companies or dealerships with a preference for a three-year lease of up to 89 electric vehicles. The City's target is for cost of the leases across all vehicles to average \$500 per month. Companies or dealerships may also submit a proposal for the purchase of up to 89 new electric vehicles as an alternative to leasing that allows to the City to be able to compare the costs of leasing and purchasing.

Proposals may include the costs for both leasing and purchasing, or just one of the 3-year lease or vehicle purchase alternatives.

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 vehicles is at least 200 miles between full charges.

Vendors may propose pricing for multiple makes and models of vehicles in their proposals. The City may elect to lease or purchase more than one type of vehicle within the maximum of 89 vehicles to be leased.

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 for the City to consider.

### **Budget and Length of Contract**

Funding for the leased vehicles is budgeted at \$500 per month for each electric vehicle, including maintenance. The City is seeking a lease period of 36 months for the vehicles.

### **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 or purchased
- Include monthly pricing for a 36-month lease (including taxes and all fees)
- Include pricing for the purchase of an electric vehicle (including taxes and all fees)
- 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 24, 2023 (Pacific Time).**
2. Emailed proposals should include, "Lease of Electric Vehicles - Job #10-23-PW" in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov).
3. All proposals sent electronically must be in the form of a PDF or MS Word 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. Questions will not be accepted after April 12, 2023. 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](mailto:aferguson@kirklandwa.gov)

Questions regarding the RFP process are to be addressed to Jay Gewin, Purchasing Agent, at [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov) or (425) 587-3123.

**Submittal Deadlines**

April 3, 2023:	Release RFP
April 12, 2023:	Proposer questions due
April 17, 2023:	Answers to RFP questions posted on website
April 24, 2023:	Proposals Due
May 1, 2023:	Notify proposers of interviews
May 8 or 9, 2023 (TBD):	Interviews
May 12, 2023 (on or before):	Notify selected proponent
May 12-May 24, 2023:	Contract negotiation/preparation/signature
May 25, 2023	Vendor secures vehicles for 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:



The City may award purchase/lease contracts to one or multiple vendors.

## **Lease/Purchase Agreement**

The selected vendor and the City will execute a lease or purchase 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 vendor and all applicable personnel must be legally qualified in the State of Washington (i.e. be appropriately licensed or certified) to practice the work proposed to be performed.
- J. 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 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer

claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

### **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](http://www.sam.gov) ).