



Request for Proposals (RFP)
FINANCING FOR VEHICLE AND EQUIPMENT
REPLACEMENT

RFP NO. 19-008

EVENT	DATE
Issuance of RFP	November 13, 2019
Submit Proposals (Due no later than 10:00 AM CST)	November 27, 2019
City Council Award	December 5, 2019

INTENT

The City of Brenham is requesting proposals for financing for vehicle and equipment replacement from qualified vendors.

SUBMISSION OF PROPOSALS

The City of Brenham, (hereinafter called "CITY") requests proposals from qualified vendors using the CITY form attached hereto. Proposals shall be submitted on the original form and **clearly marked with "RFP NO. 19-008 - FINANCING FOR VEHICLE AND EQUIPMENT REPLACEMENT" no later than 10:00 a.m., CST, Wednesday, November 27, 2019**. The form must be fully completed and signed by an authorized representative when submitted. **Any proposal received after 10:00 a.m., CST, Tuesday, November 12, 2019 shall not be considered.**

Proposals shall be delivered using one of the following methods:

Hand-deliver to:
200 W. Vulcan Street
Suite 203
Brenham, TX 77833

Mail to:
P.O. Box 1059
Brenham, TX 77834-1059
ATTN: City Secretary

Email to:
Jeana Bellinger
jbellinger@cityofbrenham.org

QUESTIONS AND INQUIRIES

Any questions and/or inquiries about this request for proposals can be submitted in writing to the City Secretary/Director of Administrative Services, P. O. Box 1059 (200 W. Vulcan Street), Brenham, TX 77834, or emailed to jbelling@cityofbrenham.org. The deadline for written questions and/or inquiries is 5:00 p.m., CST, Friday, November 22, 2019.

COST AND FINANCING

Estimated costs of the vehicles and equipment are shown in this RFP. Actual costs will be determined at the time of purchase and may vary from the estimated costs.

FINANCING SPECIFICATIONS

3-Year Financing:

- Estimated total amount to be financed: \$366,000 (see table below):

Vehicle/Equipment	Department	Est. Cost
Chevrolet Tahoe Patrol Units (6)	Police	\$ 325,000
Chevrolet Tahoe Admin. (1)	Police	40,000
TOTAL		\$ 365,000

- Three-year repayment schedule
- Payments are to be equal in amount and are to be payable on an annual basis starting February 15, 2020 until total of three (3) annual payments are made
- Prepayment of principal balance and accrued interest shall be permitted at any time without penalty

5-Year Financing:

- Estimated total amount to be financed: \$213,500 (see table below):

Vehicle/Equipment	Department	Est. Cost
Crew Cab Truck with Light Bar	Development Services	\$ 26,000
Truck with Auto Crane	Maintenance	65,500
Truck with Work Bed Body	Maintenance	42,000
Crew Cab $\frac{3}{4}$ Ton Truck	Streets	29,000
Ford F250 Command Unit	Fire	51,000
TOTAL		\$ 213,500

- Five-year repayment schedule
- Payments are to be equal in amount and are to be payable on an annual basis starting February 15, 2020 until total of five (5) annual payments are made.

- Prepayment of principal balance and accrued interest shall be permitted at any time without penalty

7-Year Financing:

- Estimated total amount to be financed: \$193,500 (see table below):

Vehicle/Equipment	Department	Est. Cost
Dump Truck	Streets	\$ 105,000
Wheel Roller	Streets	88,500
TOTAL		\$ 193,500

- Seven-year repayment schedule
- Payments are to be equal in amount and are to be payable on an annual basis starting February 15, 2020 until total of seven (7) annual payments are made
- Prepayment of principal balance and accrued interest shall be permitted at any time without penalty

SPECIAL PROVISIONS & REQUIREMENTS

- The City of Brenham will be responsible for insuring the vehicles and equipment financed through this promissory note.
- The City of Brenham will own the vehicles and equipment and in consideration for collateral, the lender will be shown as a lien holder until the note is paid in full.
- The note may not be sold or assigned to a third party without the advance written consent of the City of Brenham.
- No loan origination fee, documentation fee or any other fee will be allowed.
- Interest rate must be stated in terms of the Annual Percentage Rate (APR). The interest rate will be fixed for the entire term of the note.
- An amortization schedule based on estimated principal that includes separate columns for the total payment, principal, interest and payoff amount must be submitted with this RFP.
- The proposed interest rate will be firm for thirty (30) days following the proposal submission deadline date.
- Proposals will be evaluated by the City and the City reserves the right to select one or more vendors to provide all or a portion of the financing for the vehicle and equipment replacement that in the City's sole judgment will best serve the interests of the City.

RFP SUBMISSION AUTHORIZATION

- An authorized representative must sign the RFP with the proposer's address, telephone and email information provided. Unsigned proposals may not be considered.
- If the RFP is made by an individual, the name, mailing address and signature of the individual must be shown.
- If the RFP is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- If the RFP is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- The CITY reserves the right to request documentation showing the authority of the individual signing the RFP to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the RFP to be rejected as non-responsive.

The undersigned certifies that the information provided above is a true representation of its company's qualifications and agrees to comply with these assurances following selection of the vendor and during the vendor's performance.

Bank Name: _____

Signature of Authorized Representative: _____

Printed Name: _____ Title: _____

Contact Number: _____ Email: _____

Date: _____

	3-Year	5-Year	7-Year
Proposed Rate (APR)			