

# CITY OF TAYLORSVILLE



## REQUEST FOR PROPOSAL

# Alternative Fuel Storage, Vehicle Conversions & Enclosure THE CITY OF TAYLORSVILLE

**Proposals due February 26, 2010@ 3:00 p.m. MST**

2600 West Taylorsville Blvd. (5320 South)  
Taylorsville, Utah 84118

1. **Introduction.**

The City of Taylorsville (the “City”) is requesting proposals (“*Proposal(s)*” or “*Response(s)*”) from qualified companies (*Proposers*”) to provide vehicle conversions to the City fleet for the City of Taylorsville located at 2600 West Taylorsville Blvd

1.1 **Intent.** It is the intent of this Request for Proposal (this “*Request*”) to set forth minimum acceptable requirements for Responses to this Request for the equipment and, services they would supply.

2. **Detailed Description of Conversion.**

The Conversions include, but are not limited to, the following:

The Respondent must demonstrate the ability to deliver excellent Quality of Service for the Taylorsville Police Department and other public applications. Proposals must include pictures of conversion equipment to be installed, pictures of tanks, pictures of card reader and picture or drawings of enclosure lighting and roof.

2.1 The Respondent will provide a complete bi-fuel (gasoline/propane) system to the City Fleet in the numbers stated below, see Exhibit A1.

The following vehicles will be converted to a bi-fuel gasoline/propane system:

- A. Ford Police Interceptor (3:27:1), 4.6L SPFI;
- B. Ford Police Interceptor (3.55.1),

2.2 **ALTERNATE NO. 1.** The Respondent will provide a propane storage tank system, new or leased, see Exhibit A2.

2.3 **ALTERNATE NO. 2.** The Respondent will provide an enclosure for the tank in 2.2 above, lighting and roof for the vehicle being filled by the propane storage tank system, see Exhibit A3.

3. **Proposal Requirements.**

Five (5) copies (1 unbound and 4 bound) of Responses are required to be submitted to Patricia Kimbrough as listed below no later than 3:00 p.m. **February 26, 2010.** Guidelines for responses are described in Exhibit B on attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. Responses may be modified or withdrawn prior to the due date provided any such request is submitted to Patricia Kimbrough in writing prior to the due date and time. Electronic (facsimile, e-mail, or telegraphic) Responses, request to modify, or request to withdraw will be accepted with secure electronic signature of the proposer. The respondent’s proposal must include the following information and be signed by an authorized representative of the respondent:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services is to be included. The introductory letter should be addressed to:

Patricia Kimbrough  
CITY OF TAYLORSVILLE  
2600 West Taylorsville Boulevard  
Taylorsville, UT 84118

Include an e-mail address and phone number for the primary contact of the Proposer.

3.2 Bonds and Insurance Insurance is required. No bid security or performance bond is required.

3.3 Price. The price must be an all inclusive price, which covers all costs, expenses, licenses, fees, training and any and all other items of cost or expense necessary for the fulfillment of 2.1, 2.2 and 2.3 above. The City, at their option may elect to accept all or any specific parts of a respondent's proposal.

3.4 Qualifications. All Proposers' must be Utah companies and the work done within the state.

3.5. Qualifications, and Support. Describe, in sufficient detail, the Proposer's qualifications, and technical support that are relevant with respect to 2.1, 2.2 and 2.3 above.

3.6 Proposed Approach. Describe, in sufficient detail, how the Proposer plans to provide the Services, and any other relevant information the Proposer believes is important to the City.

3.7 Request Format Requirements. A general guideline for Responses is attached as Exhibit "B."

3.8 Actions. Summarize any notices, complaints, disciplinary actions, suits by or against the Proposer or related entities during the past three years.

3.9 Business License. Include a copy of the Proposer's valid business license.

**4. Identification of Anticipated Potential Problems.**

Proposals should identify and describe any potential problems with respect to providing the services and items in 2.1, 2.2 and 2.3 above.

**5. Evaluation Criteria and Scoring Process.**

All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications, and Warranty	20%
Proposer's Approach	20%
Product, Features and Configuration	20%

Price	<u>40%</u>
TOTAL	100%

**6. Selection.**

Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for award. In addition, one or more Proposers may be invited to interview. Provided, however, that Proposals may be accepted without discussion or interview. The above criteria will be used in the interview evaluation, if any. A Review Panel or individual(s) may be appointed by the City (referred to hereinafter as “Review Panel”). If a Review Panel is created, the Review Panel reserves the right to modify the interview criteria during the course of this process. If a Review Panel is created and if such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of interviews, if any, and Proposal scoring, the Proposers will be rated by the Review Panel and such recommendations will be forwarded to the mayor. The Mayor will make the final selection.

**7. General Information.**

The City reserves the right to expand or reduce the actual number of vehicle conversions ordered up to ten vehicles (total number of vehicle conversions purchased may range from 50 to 60 vehicles) based on the conversion proposal price submitted by the successful Proposer. The City reserves the right to reject any and all responses to this request. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer’s sole risk and expense. All Proposers must comply with applicable Federal, State, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this request must be submitted in writing to the contact person described below no later than **February 26, 2010**. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City’s website at [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov) (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*).

**8. Contact Person.**

All questions or clarifications regarding this proposal must be submitted in writing to John Inch Morgan, City Administrator, 2600 West Taylorsville Boulevard, Taylorsville, Utah, 84118, or [jimorgan@taylorsvilleut.gov](mailto:jimorgan@taylorsvilleut.gov) by February 22, 2010. Answers to any questions submitted will be returned in writing to all potential vendors.

**9. Terms of Contract.**

The City anticipates awarding the contract for the items covered in 2.1, 2.2 and 2.3 above based on the price and purchase terms contained in the responses to this Request for Proposal. The successful Proposer will be required to enter into a written agreement with the City to provide the Services. All provisions of the agreement will be in compliance with applicable laws, rules and regulations. If the selected Proposer and the City's Attorney's office are unable to negotiate an acceptable agreement, then another Proposer will be selected by the Mayor and negotiations will continue until an acceptable agreement is reached and a contract is completed with a Proposer to provide the Services.

Awarding the contract will consist of issuing a Purchase Order, accompanied with all other required documentation and financial requirements set forth in the successful proposers' response to this Request for Proposal.

**10. Use of City and Other Public Assets**

For the purposes of the developing proposals, Respondents should assume that all of the City assets are available for use at terms to be negotiated with the City.

**11. Warranties/Guarantees.**

Individuals or firms responding to this request shall be required to guaranty the parts and labor performed for a period of one year or 60,000 miles. Proposer will also make a determination as to the warranty status of all existing parts and mechanical equipment and replace the part at no cost to the City except to the agreed upon labor rate.

11.1. A contact person and phone number shall be provided in order to report any defects.

11.2 The City requires that a contact be available on a Monday through Friday basis during normal working hours, 8:00 AM to 5:00 PM.

11.3. The one-year period shall not begin until the system is installed, inspected and accepted by the designated City project manager.

**12. Training**

The Respondent shall submit a training plan that describes the procedures that the Respondent will employ to adequately accomplish training related to the implementation and full utilization of the converted vehicles and the equipment being supplied.

The Respondent will provide a contact person and phone number to assist the City with any technical questions. This service shall be provided as a part of the training for a minimum of six months from the date of installation.

Training shall be provided, to personnel designated by the contact person, within 15 City business days from the completed installation date. Training for all Police and City employees

## Request for Proposals

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using alternative fuel vehicles or the items listed in 2.1, 2.2 or 2.3 above, must be provided on-site and shall at a minimum include:

- 12.1 Name and phone number of person responsible for training for six months.
- 12.2 Alternative Fuels relation to national security, the economy and the environment
- 12.3 Propane features and benefits
- 12.4 Propane Safety and bi-fuel conversion familiarization
- 12.5 Vehicle operation differences on propane
- 12.6 Pumping of fuel
- 12.7 Purpose and care of the enclosure and roof

## **Exhibit “A”**

### **A1 - Bi-Fuel Gasoline / Propane system**

- A. Meets or exceeds NFPA-58 guidelines
- B. Peak and Hold third generation injection type system
- C. Absolute pressure compensation
- D. Vehicle propane tanks sizes to be 10 or 15 gal.
- E. Fuel-line specs – No compression fittings
- F. No removal or disabling of any emission control device or OEM part
- G. Power loss NOT to exceed 5%
- H. Propane tank to be mounted under the back window
- I. Fuel temperature and atmospheric compensation
- J. EPA certified and EPA compliant system
- K. Fuel gage control on/off and visual fuel monitor

### **A2 - Propane storage tank**

- A. Meets or exceeds NFPA-58 & IFC Chapter 38 guidelines
- B. Card reader system to approve and verify usage. Able to read not less than 100 and expandable to 500 cards. Show incremental cost of expandability.
- C. 5,000gal, 7,000gal, and 10,000gal tanks to be priced. Priced to purchase or lease.
- D. New and Used tanks to be considered. Used to be hydrostatically tested.
- E. All propane will be delivered with propane additive cgx-4
- F. Propane delivered must be filtered to a 5 micron level
- G. Dispensing station must be electronic register
- H. Training to be provided for dispensing license through the state fire marshal’s office.
- I. 24 hour local emergency answering service.
- J. Each dispenser unit must have low emission nozzles
- K. Each dispenser must be equipped with its own pump, motor and filtering device
- L. The installing company must be certified with the state fire marshal’s office.
- M. Remote monitoring – signals supplier of level and fill need

### **A3 - Propane storage tank enclosure, fence, and lighting**

- A. Meets or exceeds NFPA-58 guidelines
- B. To be priced above ground

## **Exhibit “B”**

[General Guidelines]

Proposals shall include the following sections:

- (i) a technical section that includes materials, options, projected requirements, required personnel, and
- (ii) A time cost section that includes a detail of the time and costs that will be required to complete the Services.

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2" x 11" page sizes.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Bind RFP on left side.

Tabbed sections (limit information on tabs to section identification, project number, project description, consultant name/logo, and/or un-enhanced photographs).

Front and back cover pages are encouraged.

Generally, Responses do not have a maximum page limit.

## **Exhibit “C”**

### **SPECIFICATIONS**

1. If any irregularities are revealed as a result of the inspections and adjustments, a complete report will be furnished to the City of Taylorsville with recommendations as to the necessary corrective measures or repairs that are required.
2. Use only qualified personnel directly employed or supervised by your company.
3. Furnish Taylorsville City with a completed copy of each Periodic Maintenance Inspection Report.
4. Take all reasonable precautions to avoid damage to property or injury to people.
5. Furnish supervisory help when needed.
6. Instruct Taylorsville City in the basic operation of the system(s) to provide the best operating efficiency and conditions.
7. Have 24 hours/day, 365-days/year emergency services available.
8. The City reserves the right to obtain competitive proposals and determine who will be selected to perform required services for major repairs.
9. The contractor shall, prior to commencing work, thoroughly examine and become familiar with the vehicles to ensure the service can be completed in an orderly, safe manner. In addition, the contractor shall maintain a safe work environment at all times

## CERTIFICATION

The undersigned Proposer certifies that it has not:  
Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;

Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or

Knowingly influenced and hereby promised that it will not knowingly influence and City Officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

- The Proposal is made in good faith.
- The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_