



CITY OF ROANOKE, VIRGINIA

REQUEST FOR INFORMATION

FOR

VEHICLE LEASING

RFI NUMBER 17-01-10

OPENING DATE: August 23, 2016

OPENING TIME: 2:00 P.M.

The Request for Information and related documents may be obtained during normal business hours from the Purchasing Division located in the Noel C. Taylor Municipal Building, 215 Church Avenue SW, Room 202, Roanoke, VA 24011, from the City Vendor Self Service web site at <https://VSS.roanokeva.gov>, and from the Purchasing Division website at www.roanokeva.gov/purchasing...Current Bids.

Date of RFI: August 9, 2016

CITY OF ROANOKE, VIRGINIA
REQUEST FOR INFORMATION
FOR
VEHICLE LEASING

RFI#17-01-10

Introduction:

The City of Roanoke, Virginia (City), through its Fleet Management and Solid Waste Divisions, is seeking qualified and experienced vendors to provide information on vehicle leasing.

The purpose of this Request for Information (RFI) is to solicit information from Providers that will allow the City to gain a better understanding of the industry trends, options available, and associated costs for vehicle leasing. Providers are asked to submit information on their available leasing options and provide examples of contracts, where feasible. Contract examples should include all components and contractual obligations from lease inception through termination.

Background:

The City of Roanoke's fleet operations include approximately 20 large automated side loading solid waste vehicles, 10 rear loading solid waste vehicles and approximately 10 miscellaneous heavy solid waste trucks. The City wishes to consider three and five year leases of new equipment. Leased vehicles are likely to be maintained by City staff in City facilities. The City's vehicles are currently self-insured so any insurance requirements should be clearly described.

Other equipment that the City of Roanoke may desire to lease in the future include approximately 30 dump trucks, 35 heavy specialty trucks, 20 fire trucks, 15 ambulances and 100 police vehicles.

Goal of the RFI:

This RFI is seeking information, including but not limited to the information contained in the categories described below. Providers are asked to address those areas for which they have expertise and/or interest, while considering categories not explicitly asked for, if the information successfully addresses objectives of this RFI.

The goal of this RFI is to obtain information that will allow the City to better evaluate what is available in the market for solid waste and other vehicle leasing.

RFI Providers should address the following:

- A. Information on tax-exempt leasing.
- B. Information on closed end leasing options.
- C. General description of type and manufacturer of available equipment as well as typical purchasing arrangement.
- D. Any laws or regulations that could have a significant impact upon the goods and services described within the RFI response. This includes requirements, limitations, and specific laws which may pertain to the relative component(s).

Format of RFI Responses:

The following outline is offered to assist in the development of your response.

- 1. A cover letter that includes the name and contact information for the person who can provide further information to the City, upon request. The cover letter should also include a brief summary of your response.
- 2. Your response to any or all of the RFI goals and objectives.
- 3. If necessary, please include a glossary which describes the terms used in your response to this RFI, and the application of each in the proposed solution(s).

There is no limit to the size of responses to this RFI. Additional details may be requested by the City in follow-up correspondence.

How to Submit:

One (1) original and three (3) copies are requested to be submitted in a sealed envelope or package with the notation “**VEHICLE LEASING,**” **RFI No. 17-01-10** and received in the City’s Purchasing Division to the address provided below on or before **2:00 P.M. on August 23, 2016:**

City of Roanoke, Purchasing Division
215 Church Avenue SW, Rm 202
Roanoke, VA 24011

The City shall not be liable for any costs or expenses incurred by a Provider in connection with this RFI or any response by any Provider to this RFI. No compensation will be paid to providers for responding to this RFI. The costs and expenses incurred by a Provider in the preparation, submission, and presentation of the response are the sole responsibility of the Provider and shall not be charged to the City.

This document is a Request for Information only. The City will not make any award of a contract, and may not take any further action on the basis of this Request for Information. Provider’s response will be treated only as information to the City for whatever use the City deems appropriate.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFI shall belong exclusively to the City and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the Provider shall not be subject to public disclosure under the Freedom of Information Act, unless otherwise required by law or a court; however, the Provider must invoke the protection of Section 2.2-4342(F) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire response document, line item prices, and/or total prices as proprietary, or trade secrets, is NOT ACCEPTABLE.

Questions and Further Information:

Questions concerning the RFI shall be directed to: Tyler Linkenhoker, Buyer at tyler.linkenhoker@roanokeva.gov .

END OF RFI.