

Request for Proposal Lease Purchase Financing Vehicles & Equipment



Opening Date:
Friday, December 4, 2009, 3:30 p.m.

Location:
City Clerk's Office
827 North Main Street
Cottonwood, Arizona 86326

Prepared by:
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November 9, 2009

NOTICE TO BIDDERS

The City of Cottonwood, Arizona, is accepting proposals for Lease Purchase financing for City Vehicles and Equipment. Proposals will be accepted until 3:30 p.m., December 4, 2009 at the City Clerk's Office, Cottonwood City Hall, 827 North Main Street, Cottonwood, Arizona, at which time proposals will be opened and read publicly.

Proposal specifications and any additional information may be obtained at the office of the City of Cottonwood, Administrative Services General Manager, 816 North Main Street, Cottonwood, Arizona 86326.

The City of Cottonwood reserves the right to accept or reject any or all proposals, to waive any informality or irregularity in any proposal received, or to withhold for any reason, as deemed in the best interest of the City.

Marianne Jiménez
City Clerk

Publish Verde Independent: November 18 & November 22, 2009

INSTRUCTIONS TO PROPONENTS

The City of Cottonwood is requesting competitive proposals from eligible financial institutions to provide lease purchase financing for City vehicles and equipment.

All participating institutions must be capable of providing services as outlined in the specifications

- I. Preparation: All proposals must be received by 3:30 p.m., December 4, 2009. Proposals should be submitted to the City Clerk, City of Cottonwood, 827 North Main Street, Cottonwood, Arizona 86326. All proposals should state on the envelope submitted:

"Proposal - Lease Purchase Financing – City Vehicles and Equipment"

Due: December 4, 2009, 3:30 p.m.

- II. All offerors are required to complete the conditions of the financing proposal form (attached) and to provide copies of all information, amortization schedules and/or documents required to be executed in connection with the financing.

Proposals received after the stipulated proposal opening date and time will not be considered. E-mailed or faxed proposals will not be considered.

- III. Please respond even with a no bid. Any one not responding will be removed from the bid listing.

- IV. General: The following information is to be considered by each financial institution in preparing its proposal.

Vehicle & Equipment Needing to be Financed		
Police	(1) Motorcycle	\$21,500
	(3) Patrol Units – Crown Vic	147,800
	(1) ½ Ton Pickup Truck	32,600
Recreation Center	Exercise Equipment	177,550
	Total financing requested	\$379,450

Amount requested: \$379,450

Term: 5 years

- V. Other Information

The financial institution must designate a representative as a contact to the City's Administrative Services General Manager. For financial information regarding the City of Cottonwood (copy of audits, etc.) please contact:

Jesus R. Rodriguez, Administrative Services General Manager

City of Cottonwood

(928) 634-0060 x202 Cellular (928) 301-4719

e-mail: rrodriguez@cottonwoodaz.gov

City of Cottonwood municipal lease/purchase agreements include a "non appropriation clause". By submitting a proposal, each bidder certifies that they understand and accept this requirement.

The City of Cottonwood will require that the funds be received by the city within 15 days of award notification and complete document signing. The offeror shall state on the condition of financing proposal form, the date funds will be available to the city.

CONDITIONS OF FINANCING PROPOSAL FORM

1. Time - This agreement is to be set-up to allow equal semi-annual payments. The equal payments are to begin on July 1, 2010. Be sure to include the payment period on the line provided below.
2. Prepayment - The city shall have the right to prepay the agreement at any time during the term of the agreement without premium or penalty.
3. Interest Rate - Vendor will be required to propose a single fixed rate of interest. The rate shall be fixed for the entire period of the agreement. A payment schedule must be submitted with the bid.
4. Additional information - The city reserves the right to reject proposals, which include provisions inconsistent with City of Cottonwood and/or State of Arizona practices and/or laws.

PROPOSAL FORM

Payment Period: _____

Fixed annual rate: _____

Payment amount: _____

Date funds will be available: _____

Proposals submitted by:

Name (Print or Type)

Authorized Signature

Name of Firm

Title (Print or Type)

Address (mailing & physical, if different)

City, State & Zip

Telephone Number

E-mail Address (if available)

References (minimum three):

1. Name: _____

Address: _____

Phone #: _____

Contact person: _____

2. Name: _____

Address: _____

Phone #: _____

Contact person: _____

3. Name: _____

Address: _____

Phone #: _____

Contact person: _____

4. Name: _____

Address: _____

Phone #: _____

Contact person: _____

5. Name: _____

Address: _____

Phone #: _____

Contact person: _____