



# ParkAlbany

**Albany Parking Authority  
25 Orange Street  
Albany, NY 12207-2224**

**REQUEST FOR PROPOSALS BID-2020-05  
VEHICLE LEASING WITH FUEL AND MAINTENANCE PROGRAMS  
September 2, 2020**

**BID DUE DATE: FRIDAY, OCTOBER 9, 2020 @ 2:00 PM EDT**

This Bid has been developed specifically for the Albany Parking Authority for Vehicle Leasing needs, including Fuel and Maintenance Programs and may not be the same as previous requests for proposals. Therefore, all Vendors are urged to review this package in detail before submitting their proposal.

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## Section 1: Notice Inviting Bid

- 1.1 NOTICE IS HEREBY GIVEN THAT proposals for the leasing of **five (5) All-wheel drive (AWD) vehicles** as described in Section 2, along with fuel and maintenance programs, will be accepted at the Albany Parking Authority offices located at 25 Orange Street, Albany, NY 12207-2224 until the date listed below in Section 1.5. This Bid is a competitive process designed to serve the Authority's best interests and to provide vendors a fair opportunity for consideration of their equipment and services. The request is open to all qualified firms and manufacturers that are able to deliver all required materials and functions specified in this BID. Minority Business Enterprises and Women's Business Enterprises are encouraged to submit proposals.
- 1.2 The objective of this BID is to procure lease terms over a five (5) year period for five (5) All-wheel drive (AWD) vehicles as described in Section 2, along with fuel and maintenance programs, as identified in this BID. As such, Vendors must include all necessary administrative services as well as equipment. This includes, but is not limited to, preventative maintenance, emergency road service and major mechanical repairs. All local, state, and federal laws must be adhered to by the selected Vendor. The procurement will be awarded to a single vendor.
- 1.3 All proposals must consist of itemized monthly pricing for each vehicle, as well as all services necessary. The Authority reserves the right to accept minor irregularities contained in Proposals and the right to reject Proposals not submitted in compliance with this BID.
- 1.4 **The official responsible for administering this BID, to whom all inquiries and correspondence should be addressed, is:**

Sean Palladino, Associate Director  
Albany Parking Authority  
25 Orange Street  
Albany, NY 12207-2224  
(518) 434-8886  
[Spalladino@parkalbany.com](mailto:Spalladino@parkalbany.com)

All Proposals for this project are due **Friday, October 9, 2020 @ 2:00 PM EDT**. Each Vendor must furnish **two (2)** hard copies and **one (1)** electronic file to the email address listed above of its Technical Proposal clearly marked as the "Non- Price Proposal for Albany Parking Authority Vehicle Leasing with Fuel And Maintenance Programs – BID-2020-05". It is the obligation of the Vendor to assure receipt of the electronic version if submitted by email as some email servers have size limitations on outbound email.

- 1.5 **Cost Proposal Format - Vendor must submit the Cost Proposal in a separate sealed envelope, which is clearly marked "Cost Proposal for Albany Parking Authority Vehicle Leasing with Fuel And Maintenance Programs – BID-2020-05". Do not submit prices with the Technical Proposal as it may result in the proposal being rejected.**
- 1.6 Costs for developing any Proposal shall be the sole responsibility and shall be incurred at the sole risk of the Vendor, whether or not any award results from this solicitation. The Authority will not be responsible for any such costs or expenses incurred by Vendors under any circumstances.
- 1.7 If there are any discrepancies between the provided hard or electronic copies of the completed Proposals, the Authority reserves the right to use the most favorable version in the Authority's opinion as Vendor's response. Proposals received after the designated time will not be opened and will be removed from consideration. Telephone and faxed proposals **will not** be accepted. Proposals

that are received after the deadline specified in this BID shall be returned unopened; provided, however, that a late Proposal may be considered if it is the only Proposal received. All hard copies and electronic proposals should be mailed or delivered to:

Albany Parking Authority  
ATTN: Sean Palladino, Associate Director  
25 Orange Street  
Albany, NY 12207-2224

1.8 **Communication with Albany Parking Authority staff only:**

**IMPORTANT:** In order to preserve the fairness to all parties participating in this BID process and to assure all vendors receive equal information, vendors are not authorized to communicate with any Authority staff other than the Authority's Associate Director regarding the status of this BID, the Authority's decision related to this BID, or other questions related to the BID process, other than as may be expressly permitted herein. Violation of this provision may be grounds for a disqualification of a Vendor.

- 1.9 **Exclusion for Existing Business:** Participating in this BID process does not restrict your day-to-day business or operational communication with the Albany Parking Authority to facilitate pre-existing business matters.
- 1.10 **Questions:** Any questions regarding this BID must be submitted in writing, via email to the official responsible for administering this BID, by **Friday, September 18, 2020 @ 2:00 PM EDT**. The Authority reserves the right, in its sole discretion, to select the questions to which it will respond, the questions that will be edited, and the questions and responses it will share with other Vendors. All responding Vendors will receive identical listings of questions and answers on the date noted in the Procurement Schedule. Questions will not be accepted or answered in any other manner.
- 1.11 The Albany Parking Authority will contact all Vendors about the status and outcome of the BID process after reviewing all Proposals submitted in accordance with the BID and reaching an award decision. The Authority reserves the right to conduct a bidder's conference as part of the review process.
- 1.12 Oral, telephone, facsimile or telegraphic modifications to a Proposal will not be accepted.
- 1.13 All prices included in the Cost Proposal shall be filled in ink or typed and must give actual cost of each product in line item pricing. Lump sum discounts will not be accepted.
- 1.14 All work to be performed under any contract entered into pursuant to this BID must be authorized in writing by the Albany Parking Authority prior to the commencement of such work. Any change orders must be authorized in writing by the Albany Parking Authority prior to commencement and signed off by the Executive Director.
- 1.15 Information to be presented with a Proposal must include:
- a. Vendor's qualifications;
  - b. References and experience in vehicle leasing and fuel/maintenance program management;
  - c. Procurement schedule;
  - d. Proposed maintenance contract options;
  - e. Proposed warranty language;
  - f. Pricing for all equipment and services required;

- g. Any such additional information as may be pertinent to provide the Authority with adequate information as to Vendors' ability to furnish the materials and services provided herein.

1.16 Any offer submitted by a Vendor as part of a Proposal must remain open and irrevocable for a period of 180 days from the deadline for submitting Proposals stated above.

1.17 Any failure to adhere to the provisions set forth in this BID may result in the rejection of a Vendor's proposal. Proposals that are incomplete, conditional, or unclear may be rejected.

1.18 Any Vendor may withdraw its bid as stated in Section 6.2.4 at any time before the proposal due date and time established in Section 1.20.

#### 1.19 **Anticipated Procurement Schedule**

The anticipated schedule for this procurement is as follows:

Issue BID	Wednesday, September 2, 2020
Project & BID questions submitted to the Authority	Friday, September 18, 2020 @ 2:00pm
Answers to submitted questions distributed	Thursday, September 24, 2020 @ 2:00pm
Proposals due	Friday, October 9, 2020 @ 2:00pm
Award Project	Week of October 12th

#### 1.20 **Evaluation Process**

The evaluation process shall begin upon receipt of sealed proposals and continue until a contract has been awarded or the procurement has been cancelled.

#### 1.21 **Evaluation**

The Authority will determine the most favorable submission provided in the most cost effective manner.

- a. The Authority will award to the Vendor with the overall best bid based on all the factors listed below:
  - i. The quality of the material and services offered
  - ii. The ability, capacity and skill of the bidder to perform or provide the material or services
  - iii. The capacity of the bidder to perform the contract or provide the service promptly, within the time specified, and without delay or interference
  - iv. Price: The cost of the lease over the term, service programs, warranties, parts costs not covered by warranty, preventive maintenance inspections, fees for maintenance agreements that include parts and labor and ancillary charges for any other necessary equipment or services
  - v. The character, integrity, reputation, judgment, training, experience and efficiency of the bidder

- vi. The ability of the Vendor to provide such future equipment, including additional vehicles, maintenance or service under this agreement, as may be needed

### 1.22 Rule for Award

The Authority will select the proposal best meeting the needs of the Authority from a responsive and responsible Vendor, taking into consideration the equipment proposed, the company's experience in providing such equipment, reference checks, proposed fuel and maintenance programs, any additional factors noted in Section 1.22 and the overall quality of the proposal as well as the proposal price.

## Section 2: Project Summary

- 2.1 This BID requests proposals from qualified vendors to provide proposals **for five (5) AWD vehicles**, with 2 different model options for comparison (provide bids for five of one model and five of another model), along with fuel and maintenance programs, to the Authority.
- 2.2 The Authority wishes to procure these **five (5) vehicles under terms of a five (5) year lease**. The vehicles they will replace normally do not exceed twenty thousand (20,000) miles annually.
- 2.3 Vehicles should be provided with all standard equipment. Vehicle model and options are as follows:

### Option 1

#### 2020 GMC Terrain SLE Automatic AWD SUV

**Color: Summit White**

#### **Body Exterior Features:**

Number Of Doors 4

Rear Cargo Door Type: liftgate

Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors

Convex Driver Mirror: convex driver and passenger mirror

Spoiler: rear lip spoiler

Door Handles: body-coloured

Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip

Rear Step Bumper: rear step bumper

Front Mud Flaps: front and rear mud flaps

Body Material: fully galvanized steel body material

Body Side Cladding: black bodyside cladding

Grille: black w/chrome surround grille

#### **Convenience Features:**

Air Conditioning manual air conditioning

Air Filter: air filter

Console Ducts: console ducts

Cruise Control: cruise control with steering wheel controls

Power Windows: power windows with front and rear 1-touch down

1/4 Vent Rear Windows: power rearmost windows

Remote Keyless Entry: keyfob (all doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Integrated Key Remote: integrated key/remote  
Auto Locking: auto-locking doors  
Passive Entry: proximity key  
Trunk FOB Controls: keyfob trunk/hatch/door release  
Steering Wheel: steering wheel with manual tilting, manual telescoping  
Day-Night Rearview Mirror: day-night rearview mirror  
Auto-dimming Rearview Mirror: auto-dimming rearview mirror  
Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors  
Emergency SOS: emergency communication system  
Front Cupholder: front and rear cupholders  
Floor Console: full floor console with covered box  
Overhead Console: mini overhead console with storage  
Glove Box: glove box  
Driver Door Bin: driver and passenger door bins  
Rear Door Bins: rear door bins  
Seatback Storage Pockets: 2 seatback storage pockets  
Dashboard Storage: covered dashboard storage  
IP Storage: bin instrument-panel storage  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 2 12V DC power outlets  
**Entertainment Features:**  
radio AM/FM stereo with seek-scan  
Radio Data System: radio data system  
Equalizer: automatic equalizer  
Audio Theft Deterrent: TheftLock audio theft deterrent  
Voice Activated Radio: voice activated radio  
Speed Sensitive Volume: speed-sensitive volume  
Steering Wheel Radio Controls: steering-wheel mounted audio controls  
Speakers: 12 speakers  
Internet Access: GMC 4G LTE internet access  
TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions  
1st Row LCD: 1 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: integrated roof antenna  
**Lighting, Visibility and Instrumentation Features:**  
Headlamp Type delay-off projector beam high-intensity headlamps  
Front Wipers: variable intermittent wipers  
Rear Window wiper: fixed interval rear window wiper with heating wiper park  
Rear Window Defroster: rear window defroster  
Tinted Windows: deep-tinted windows

Dome Light: dome light with fade  
Front Reading Lights: front reading lights  
Variable IP Lighting: variable instrument panel lighting  
Display Type: analog display  
Tachometer: tachometer  
Compass: compass  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Water Temp Gauge: water temp. gauge  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Check Control: redundant digital speedometer  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Low Oil Level Warning: low-oil-level warning  
Low Coolant Warning: low-coolant warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Door Ajar Warning: door-ajar warning  
Trunk Ajar Warning: trunk-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning  
**Safety And Security:**  
ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: compact spare tire  
Spare Tire Mount: spare tire mounted inside under cargo  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st and 2nd row overhead airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
3Point Rear Centre Seatbelt: 3 point rear center seatbelt



Side Impact Bars: side-impact bars

Perimeter Under Vehicle Lights: remote activated perimeter/approach lights

Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks

Rear Child Safety Locks: rear child safety locks

Ignition Disable: Passkey III immobilizer

Security System: security system

Panic Alarm: panic alarm

Tracker System: tracker system

Electronic Stability: electronic stability stability control with anti-roll

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints

Rear Headrest Control: 2 rear head restraints

**Seats And Trim:**

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments

Reclining Driver Seat: manual reclining driver and passenger seats

Driver Height Adjustment: manual height-adjustable driver and passenger seats

Driver Fore/Aft: manual driver and passenger fore/aft adjustment

Fold Flat Passenger Seat: fold flat passenger seat

Front Centre Armrest Storage: front center armrest

Rear Seat Type: rear manual reclining 60-40 bench seat

Rear Seat Fore/Aft: manual rear seat fore/aft adjustment

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat center armrest

Leather Upholstery: premium cloth front and rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

LeatherSteeringWheel: leather/metal-look steering wheel

Floor Mats: rubber front and rear floor mats

Interior Accents: chrome/metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Mats: vinyl/rubber cargo mat

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Standard Engine:

Engine 170-hp, 1.5-liter I-4 (regular gas)

Standard Transmission:

Transmission 9-speed automatic w/ OD and auto-manual

**Option 2**

**2020 Hyundai Santa Fe SE Automatic AWD SUV**  
**Color: Quartz White**

Powertrain

185-hp, 2.4-liter I-4 (regular gas) engine  
8 automatic transmission w/OD and auto-manual  
185-hp @ 6000 rpm engine horsepower  
178 lbs.-ft. @ 4000 rpm engine torque  
16 valves  
D-CVVT variable valve control  
Variable intake manifold  
Gasoline direct injection  
Regular unleaded recommended fuel  
Aluminum cylinder block  
Aluminum cylinder head  
Spark ignition  
Transverse engine orientation  
140-amp. alternator  
54 battery amp hours  
Battery-rundown protection  
Single stainless steel exhaust

SHIFTRONIC

Overdrive

Transmission electronic control  
4.49 transmission gear ratio (1st)  
2.76 transmission gear ratio (2nd)  
1.77 transmission gear ratio (3rd)  
1.39 transmission gear ratio (4th)  
1.21 transmission gear ratio (5th)  
1.00 transmission gear ratio (6th)  
0.80 transmission gear ratio (7th)  
0.64 transmission gear ratio (8th)  
3.08 transmission gear ratio (reverse)

Permanently locked hubs

4.08 axle ratio

Automatic full-time four-wheel drive

HTRAC all-wheel drive

Electronic transfer case

21 mpg city fuel economy

27 mpg highway fuel economy

18.8 gal. fuel tank capacity

Suspension/Handling

Independent front strut suspension w/anti-roll bar

Front coil springs

Gas-pressurized front shocks

Independent rear multi-link suspension w/anti-roll bar

Rear coil springs

Gas-pressurized rear shocks

Speed-sensing electric power-assist rack-pinion steering

P235/65TR17 BSW AS tires

Steel spare wheel  
17" wheels  
Body Exterior Features  
4 doors  
Liftgate rear cargo door  
Power remote manual folding side-view door mirrors  
Convex driver and passenger mirror  
Rear lip spoiler  
Body-coloured door handles  
Body-coloured front and rear bumpers with black rub strip  
Metal-look front bumper insert  
Fully galvanized steel body material  
Black bodyside cladding  
Chrome grille  
Convenience Features  
Manual air conditioning  
Air filter  
Cruise control with steering wheel controls, Smart Cruise Control (SCC) distance pacing  
Mechanical fuel remote release  
Power windows with driver 1-touch down  
Power rearmost windows  
Keyfob (all doors) remote keyless entry  
Illuminated entry  
Integrated key/remote  
Auto-locking doors  
Proximity key  
Keyfob trunk/hatch/door release  
Steering wheel with manual tilting, manual telescoping  
Day-night rearview mirror  
Illuminated auxiliary driver and passenger-side visor mirrors  
Front and rear cupholders  
Full floor console with covered box  
Mini overhead console with storage  
Locking glove box  
Driver and passenger door bins  
Rear door bins  
2 seatback storage pockets  
Driver's footrest  
Retained accessory power  
2 12V DC power outlets  
Seats and Trim  
Max. seating capacity of 5  
Front bucket seats  
6-way driver seat adjustment  
Manual reclining driver and passenger seats  
Manual driver lumbar support  
Manual height-adjustable driver seat  
Manual driver and passenger fore/aft adjustment  
4-way passenger seat adjustment  
Front centre armrest  
Rear manual reclining 60-40 split-bench seat

Rear seat fold-forward seatback  
Rear seat centre armrest  
YES Essentials premium cloth front and rear seat upholstery  
Cloth door panel trim  
Full cloth headliner  
Full carpet floor covering  
Metal-look instrument panel insert, door panel insert, console insert  
Urethane shift knob  
Metal-look interior accents  
Carpet cargo space  
Cargo tie-downs  
Cargo light  
Concealed cargo storage  
Entertainment Features  
AM/FM stereo with seek-scan  
Speed-sensitive volume  
Steering-wheel mounted audio controls  
6 speakers  
Wireless phone connectivity  
1 1st row LCD monitor  
Integrated roof antenna  
Lighting, Visibility and Instrumentation Features  
Delay-off projector beam halogen headlamps  
High Beam Assist auto high-beam headlights  
Variable intermittent wipers  
Front windshield visor strip  
Fixed interval rear window wiper  
Rear window defroster  
Deep-tinted windows  
Dome light with fade  
Front reading lights  
Ignition switch light  
Variable instrument panel lighting  
Analog display  
Tachometer  
Outside-temperature display  
Tire specific low-tire-pressure warning  
Forward Collision-Avoidance Assist (FCA) mitigation forward collision  
Trip computer  
Trip odometer  
Lane departure  
Water temp. gauge  
In-radio display clock  
Systems monitor  
Oil-pressure warning  
Water-temp. warning  
Battery warning  
Key-in-ignition warning  
Low-fuel warning  
Low-washer-fluid warning  
Door-ajar warning

Trunk-ajar warning  
Brake-fluid warning  
Rear vision camera  
Safety and Security  
Four-wheel ABS brakes  
4 ABS channels  
Brake assist  
Four-wheel disc brakes  
Front ventilated disc brakes  
Daytime running lights  
Compact spare tire  
Underbody mounted spare tire w/crankdown  
Driver and passenger front-impact airbags  
Seat-mounted driver and passenger side-impact airbags  
Curtain 1st and 2nd row overhead airbag  
Front passenger airbag occupancy sensor  
Height adjustable front seatbelts  
Front seatbelt pre-tensioners  
3 point rear centre seatbelt  
Side-impact bars  
Tailgate/rear door lock included with power door locks  
Rear child safety locks  
Security system  
Panic alarm  
Electronic stability  
ABS and driveline traction control  
Manual adjustable front head restraints with tilt  
3 rear head restraints  
Standard Specs and Dimensions  
I-4 engine  
144 cu.in. engine displacement  
185-hp @ 6000 rpm engine horsepower  
178 lbs.-ft. @ 4000 rpm engine torque  
16 valves  
3.46 " x 3.82 " engine bore x stroke  
11.30 to 1 compression ratio  
18.8 gal. fuel tank capacity  
21 mpg fuel economy city  
27 mpg fuel economy highway  
0.34 drag coefficient  
3735 lbs. curb weight  
4872 lbs. GVWR  
1137 lbs. configured payload  
187.8 " exterior length  
74.4" exterior body width  
66.1" exterior height  
108.9" wheelbase  
64.3" front tread  
64.7" rear tread  
18.7' turning radius  
7.3" ground clearance (min.)

44.1" front legroom  
40.9" rear legroom  
41.2" front headroom  
39.2" rear headroom  
57.5" front hiproom  
56.3" rear hiproom  
59.1" front shoulder room  
58.3" rear shoulder room  
111 cu.ft. passenger volume  
35.9 cu.ft. interior cargo volume  
71.3 cu.ft. interior cargo volume seats folded  
71.3 cu.ft. maximum interior cargo volume

2.4 Warranty: Warranty information should note length of warranty, what is covered and if there are any other exclusions regarding number of years that certain parts, i.e. drivetrain are covered or if there are any mileage limitations on warranty coverage.

2.5 Four-wheel drive shall be controlled from the driver's seat. No manual lockouts will be used on the wheels.

## 2.6 Fuel and Maintenance Programs

2.6.1. The Vendor shall provide a fuel card program allowing the Authority to track fuel usage for each vehicle. Vendors should note in their proposal the number of locations where their fuel cards can be used in the following ZIP codes:

12202  
12203  
12204  
12205  
12206  
12207  
12208  
12209

2.6.2. The Vendor shall provide a roadside assistance program available twenty-four (24) hours per day, seven (7) days per week year-round. The roadside assistance program shall be able to provide minor services in the field, such as jump starts or replacing flat tires. If an Authority vehicle cannot be repaired in the field, the roadside assistance program shall have available tow trucks to remove the vehicle to a qualified repair shop.

2.6.3. The Vendor shall provide a full maintenance package to be billed to the Authority on a fixed-cost basis each month. The maintenance package should include the following:

- a. Major and minor repairs (engines, transmission, radiators, etc.)

- b. All recommended services (oil changes, tune-ups, tire rotation, etc.,)
- c. Incidentals (fluid, belts, hoses, filters, etc.,)
- d. Brakes: 2 replacement set(s): 1 set equals 1 axle (2 wheels)
- e. Tires: 4 individual
- f. Maintenance will not include obvious neglect or abuse. Maintenance will not include non- factory/dealer installed equipment. Maintenance will not include safety and emissions inspections.
- g. Vendors should note in their proposal the number of locations where maintenance can be performed in the following ZIP codes:
  - 12202
  - 12203
  - 12204
  - 12205
  - 12206
  - 12207
  - 12208
  - 12209
- h. Vendors should note in their proposal if the Authority can add a maintenance location where maintenance has been performed previously and the firm has a dependable track record.

### **Section 3: BID Content Requirements**

#### **3.1 Technical Proposal**

Proposals for this project are due **Friday, October 9, 2020 @ 2:00 PM EDT**. Each Vendor must furnish **two (2)** hard copies and **one (1)** electronic file via email to spalladino@parkalbany.com of its Technical Proposal clearly marked as the “Non- Price Proposal for Albany Parking Authority Vehicle Leasing with Fuel and Maintenance Programs – BID-2020-05”.

**NO PRICING INFORMATION SHALL BE INCLUDED WITH YOUR TECHNICAL INFORMATION. IF PRICING IS INCLUDED WITH THE TECHNICAL PROPOSAL, IT MAY RESULT IN THE PROPOSAL BEING REJECTED.**

**NOTE: Vendor must submit the Cost Proposal in a separate sealed envelope, which is clearly marked “Cost Proposal for Albany Parking Authority Vehicle Leasing with Fuel And Maintenance Programs – BID-2020-05”.**

#### **3.2 Technical Proposal Requirements**

**Title Page:** Show the Bid number and title, your company name and address, name of the contact person for all matters regarding the BID response, telephone number and Proposal date on the Title Page.

**Letter of Transmittal:** Each quotation shall include a letter or transmittal that bears the signature and title of an authorized representative of the Vendor. The letter should indicate that all information contained in the proposal is factually true, the Vendor’s quotation is a firm offer for a period of at least 180 days and that the Vendor will comply with the terms of the BID. The letter shall indicate the existence and nature of any contemplated sub-binding relationships. Any exceptions or changes to requirements of the BID should be identified.

Contents: Proposal should have numbered pages throughout the document to ease reference work.

**Item 1. Vendor Information:** The Vendor shall provide a brief description of its organization, including:

- a. Official name of Vendor.
- b. Vendor's organizational structure (e.g. corporation, partnership, Limited Liability Company, etc.).
- c. Jurisdiction in which Vendor is organized and the date of such organization.
- d. Address of Vendor's headquarters and of any local office involved in the proposal.
- e. Vendor's Federal Tax Identification Number.
- f. A statement accepting all terms and conditions and requirements contained in the BID.
- g. Name, address, telephone, fax numbers and e-mail address of the person(s) who will serve as the contact(s) to the Authority, with regard to the BID response.
- h. A statement providing both the Vendor's authorization and request to any persons, firm, or corporation to furnish any information requested by the Authority in verification of your response to this BID.

**Item 2. Experience, Expertise and Qualifications:**

The proposal shall provide details of the following:

Qualifications. Please describe your firm's qualifications, experience and capabilities as they pertain to vehicle leasing, fuel program and maintenance program management.

References. Vendors are to provide a summary of representative current clients with details of the contract and work performed. Vendors must provide a contact person with phone number and email address for each reference. References should have similar scope, volume and requirements to those outlined in this BID.

Reference information is to include:

- a. Company/Agency name
- b. Contact person (name and title), contact person is to be someone directly involved
- c. Complete street address
- d. Telephone number
- e. Type of business
- f. Dates of service
- g. Contract value

The Authority may also solicit information concerning the Vendor's performance on other contracts in terms of quality of services and compliance with budgets and performance schedules. The Authority may also consider historical performance in contracts entered into between the Vendor and the Authority. The Authority reserves the right to contact references other than those provided in the



response and to use the information gained from them in the evaluation process. Vendors assume sole responsibility for any inaccuracies in the contact information provided for references. Incorrect contact information provided for a reference may result in the reference being stricken.

**Item 3. Information Regarding: Failure to Complete Work, Default and Litigation:** Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation that could affect your organization's ability to perform this agreement? If so, please describe.
- d. Has your firm ever had a contract terminated for cause within the past five (5) years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five (5) years? If yes, provide details.
- f. During the past seven (7) years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- g. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Authority should be aware?

**Item 4. Exceptions, Alternatives, and Amendments:** Vendors wishing to take any exceptions or provide alternatives to any requirement in the BID shall state and explain such exceptions or alternatives in this section. The Authority is **under no obligation to accept proposals** which take exception to any requirements in this BID, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Bid.

**Item 5. Additional Data:** The Vendor may include in this section any additional information that the Vendor wishes to bring to the attention of the Authority that is relevant to this BID.

## **Section 4. Equipment**

Proposals must include a detailed description of the proposed vehicles and equipment provided.

### **4.1 Warranty**

Vehicles shall have maximum warranty on parts and labor offered by the manufacturer. Vendors shall provide a breakdown of warranties provided. These shall include basic warranties as well as for drivetrains, corrosion, etc.

### **4.2 Service**

Vendor shall provide timely response for any roadside assistance service calls.

## Section 5: Cost Proposal Format

- 5.1 Pricing: All items shall be priced based on monthly costs over a five (5) year term and using twenty thousand (20,000) miles per year as the baseline.
- 5.2 Price(s) quoted shall be the total cost the Authority will pay for this project including all other charges.
- 5.3 All prices quoted shall be in United States dollars and "whole cent," no cent fractions shall be used.
- 5.4 Proposers must also provide pricing of maximum warranty on parts and labor offered by the manufacturer. Total monthly pricing shall incorporate any warranty costs.
- 5.5 Delivery: Proposal must include all charges to deliver the vehicles to the Authority at 25 Orange Street, Albany NY 12207.
- 5.6 Vendors should complete the **Cost Proposal Form**, attached hereto as **Attachment A**, in accordance with the requirements.
- 5.7 Terms: The Authority wishes to **lease five (5) vehicles over a five (5) year period** based on the two (2) options presented in the proposal. Vendors should show monthly payments.
- 5.8 Provide the following:
  - a. Schedule, including length of term, early termination/purchase options and grand total.
  - b. Additional Costs: Disclose any additional out of pocket costs the Authority may incur, including documentation fees, charges due at lease termination, etc.
  - c. Sample Agreement: Provide a sample agreement for review.
- 5.9 Non-Performance: Non-performance by the Vendor will cause damage to the Authority by undermining the Authority's ability to manage the City's parking resources. If the Vendor fails to provide the equipment and services per the schedule provided by the Vendor per Section 1.16(c), the Authority shall have the right to terminate the contract upon ten (10) business days written notice to the Vendor
- 5.10 Hold Harmless: To the fullest extent permitted by law, Vendor agrees to indemnify, defend and hold harmless, the Authority, its board and council members, officers, employees, agents and volunteers ("Indemnitees"), through legal counsel reasonable acceptable to Authority, from any and all Losses arising out of or relating to any of the following: (i) performance or nonperformance of the Contract by Vendor or its Vendors of any tier; (ii) activities of the Vendor or its Vendors, of any tier; (iii) the payment or nonpayment by the Vendor or any of its Vendors, of any tier; and (iv) any personal injury, property damage or economic loss to third persons associated with the performance or nonperformance by the Vendor or its Vendors, of any tier. However, nothing contained in this provision shall be construed as obligating the Vendor to indemnify any Indemnitee for Losses resulting from the Indemnitee's sole or active negligence or wrongful misconduct. Vendor shall take steps to assure that a right indemnification is included in all subcontracting agreements.
- 5.11 All pricing in Proposals will be used to set the beginning point of negotiation. All final negotiated prices will be stated in the executed purchase agreement upon approval by the Albany Parking Authority.

## Section 6: Instruction for Proposal

6.1 Proposals must be in compliance with this BID. Failure to comply with all provisions of the BID may result in disqualification of a Proposal.

### 6.2 BID Rules

6.2.1 The Vendor is solely responsible to seek clarification, if needed, of any portion of the BID. All requests by Vendors for clarification of the BID must be in writing, via email to the official responsible for administering this BID, by **Friday, September 18, 2020 at 2:00 PM EDT**. The Authority will not respond to requests for clarification received after that time. Failure by a Vendor to seek clarification of any portion of the BID shall not relieve the Vendor from its representations as set forth hereinabove nor serve as the basis for any claim by the Vendor that it was mistaken or misled in connection with the preparation of its Proposal.

6.2.2 Interpretations, corrections, and changes to the BID will be made by the Authority through addenda to the BID. Failure of a Vendor to receive a BID addendum shall not entitle the Vendor to an extension of the Proposal due date nor shall it permit the submission of any additional Proposal information after the deadlines set forth in the Proposal due date.

6.2.3 All Proposals must be submitted, filed, made, and executed in accordance with applicable Laws, whether such applicable Laws are expressly referred to herein or not.

6.2.4 All Proposals may be withdrawn at any time upon written notice to the Authority at the place for receipt of Proposals prior to the deadline for submittal of Proposals. Proposals withdrawn prior to the due date for receipt of Proposals may be resubmitted up to the deadline for submission of Proposals.

6.2.5 The Authority reserves the right to waive minor or clerical irregularities, errors or omissions in the information contained in any Proposal or in regard to any Vendor's compliance with Proposal process, and to make all final determinations with respect to the information provided in any Proposal.

6.3 **Response Format:** Vendors should provide responses to all, but is not limited to, all the information inquired in the BID.

### 6.4 Delivery of Proposal

6.4.1 All Proposals are to be delivered by **Friday, October 9, 2020 @ 2:00 PM EDT**, to:

Albany Parking Authority  
ATTN: Sean Palladino, Associate Director  
25 Orange Street  
Albany, NY 12207-2224

6.4.2 The Vendor assumes full and sole responsibility for timely receipt of the completed Proposal at the above-listed location. Proposals that are received after the deadline specified in this BID shall be returned unopened; provided, however, that a late Proposal may be considered if it is the only Proposal received.

6.4.3 Vendor must furnish **two (2)** hard copies and **one (1)** electronic file via email to [spalladino@parkalbany.com](mailto:spalladino@parkalbany.com) of its Proposal. It is the obligation of the Vendor to assure receipt

of the electronic version if submitted by email as some email servers have size limitations on outbound email.

## 6.5 Interpretations and Amendments

- 6.5.1 Nothing stated or discussed orally during any Q&A, interview or other session shall alter, modify, or change the requirements of the BID. Only interpretations, explanations, or clarifications of this BID that are incorporated into a written addendum to this BID issued by the Authority should be considered by Vendors.

## 6.6 Ambiguity, Conflict, or Other Errors in the BID

- 6.6.1 If a Vendor discovers any ambiguity, conflict, discrepancy, omission, or other error in this BID, it shall immediately notify the Authority of such error in writing and request modification or clarification of the document. The Authority will make modifications by issuing a written amendment. Vendors are responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in this BID prior to submitting a Proposal, or any such request shall not be accepted.

- 6.6.2 The terms Vendor, Proposer, bidder or contractor may be used interchangeably in this BID.

- 6.7 **Information Provided by Authority:** Information included in or provided with this BID is provided solely for the convenience of the Vendors. No representation or warranty of any kind is made by the Authority as to the accuracy or completeness of the information included in or provided with this BID. Vendors are solely responsible for conducting such independent due diligence investigations as may be necessary for the proper preparation of their Proposal. The Authority and its employees, agents and advisors are not responsible for the completeness or accuracy of any information distributed or made available, orally or in writing, during this BID process.

- 6.8 **Cancellation or Modification of Solicitation and Rejection of Any and All Proposals:** The Authority reserves the right, at its sole discretion, to pursue any and all actions it deems in its best interest regarding this Bid, including but not limited to:

- a. Issue Addenda to the BID;
- b. Request additional information and/or clarification from Vendors;
- c. Extend the deadline for submitting proposals;
- d. Withdraw this BID;
- e. Clarify, modify or amend and reissue the BID;
- f. Reject any and all proposals;
- g. Reject or accept proposals that do not fully comply with the requirements of the BID as detailed within this BID, its attachments, addenda, or clarifications;
- h. Reject or accept incomplete proposals, proposals containing errors, inconsistencies, proposals not submitted with the proper number of copies, proposals submitted after the deadline, or proposals with other process or content errors or deficiencies;
- i. Award the Vendor without further discussion or negotiation;
- j. Issue subsequent BID's for the same, similar, or related services;
- k. Amend the agreement resulting from this proposal;
- l. Negotiate pricing with the highest ranked proposal;
- m. Terminate the agreement resulting from this proposal; and
- n. Take any other action deemed to be in the best interest of the Authority.

- 6.8.1 The Authority reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Authority. Any such waiver shall not modify any remaining BID requirements or excuse the Vendor from full compliance with the BID specifications and other contract requirements if the Vendor is awarded the Contract.
- 6.8.2 The Authority reserves the right, after reviewing the Proposals, to waive any informality in the Proposals and to invite those qualified for further negotiation.
- 6.8.3 Receipt of a Proposal by the Authority or submission of a Proposal to the Authority confers no rights upon the Vendor, nor does it obligate the Authority in any manner. The Authority reserves at its sole discretion, the right to determine which Vendors are qualified to submit Proposals.
- 6.9 **Acceptance of Proposals:** The Authority shall review all proposals that are submitted properly. However, the Authority reserves the right to request clarifications or corrections to proposals. For Proposals to be reviewed, the submitting firm must be in good financial standing with the Authority and be current on all licenses and contractual requirements, if any, with the Authority.
- 6.10 **Conducting Investigations/Requesting Supplementary Information:** The Authority reserves the right to conduct investigations with respect to the qualifications, experience and representations of the Vendor and Vendor associates and to require Vendors to supplement, clarify, or provide additional information in order for Authority to evaluate the Proposal submitted. Each Vendor team member, through its request for and receipt of this BID and participation in this BID, consents to such investigations.
- 6.11 **Ownership and Disclosure**
- 6.11.1 Proposals received in response to this BID will be maintained by the Authority and are matters of public record, other than proprietary contents and pricing, and subject to public inspection except for the time reserved for review by the Authority. To the extent allowed by applicable law, the Authority will not disclose Proposal contents during the period falling between the Proposal Submission and the date of the Notice of Intent to Award the project. However, all information, other than proprietary contents, pricing or information noted as confidential, submitted by Vendors becomes a matter of public record upon Notice of Intent to Award the project and as required by applicable law.
- 6.11.2 Notwithstanding the foregoing, Vendors recognize and agree that neither the Authority nor its staff, agents, employees, representatives, nor its advisors shall be responsible or liable in any manner for any losses that a Vendor or any of its agents, employees, or representatives may suffer from the disclosure of information or materials to third parties or any other claims or damages resulting from this BID process.
- 6.11.3 All Proposals (other than portions thereof subject to confidentiality, patent or copyright protection) will become the property of the Authority to the fullest extent permissible under applicable law upon submission. Regardless of the outcome of this BID process, the Authority, in accordance with all applicable laws, reserves the right to use all information, documents, data, concepts, and other items contained therein, for its own purposes in any manner it elects to do so without further cost to the Authority.
- 6.12 **Proposal Protest Procedure**

- 6.12.1 Any objection by a Vendor to the procedures or processes in relation to this selection process shall be submitted to the Authority, in writing, not more than seven (7) days prior to the Proposal due date for receipt of Proposals. Failure by a Vendor to so object shall constitute a final and conclusive waiver by the Vendor of its right to thereafter assert such objection at any other time or for any purpose.
- 6.12.2 Subject to the paragraph above, any Vendor may dispute the Authority's determinations made by filing a protest provided that each and all of the following are complied with:

- (i) The protest is in writing; and
- (ii) The protest sets forth, in detail, all grounds for the protest, including without limitation, all facts, supporting documentation, legal authorities and argument in support of the grounds for the protest. Any grounds not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence. Any protest not conforming to the foregoing shall be rejected as invalid.
- (iii) The protest is filed with and received by the Authority at the following address:

Albany Parking Authority  
ATTN: Sean Palladino, Associate Director  
25 Orange Street  
Albany, NY 12207-2224

not more than five (5) calendar days following the date of issuance of the Authority's decision announcing the results of the procurement. Failure to timely file the protest shall constitute grounds for the Authority to deny the protest without further consideration of the grounds stated therein.

- (iv) Any further protest of the Authority's determination must follow the Protest Procedures set forth by the Office of the New York State Comptroller as attached to this BID.

### 6.13 Other Instructions to Vendors

- 6.13.1. **Examination of Documents:** By submitting a Proposal, Vendor represents that it has thoroughly examined and become familiar with the work, products and content required by this BID and that it is capable of performing quality work to achieve the Authority's requirements.
- 6.13.2. **Non Discrimination:** The firm represents and agrees that it does not and will not discriminate against any employee or applicant for employment because of race, religion, color, medical condition, sex, sexual orientation and/or gender identity, national origin, political affiliation or opinion, or pregnancy or pregnancy-related condition.
- 6.13.3. **Notice of Award:** The Authority will inform all Vendors of its intent to award a Contract to the selected Vendor in writing.
- 6.13.4. **Other Information for Proposal Submittals:** Vendors are welcome to submit any additional information, functions and/or attachments with their Proposal to enhance the competitiveness of the Vendor in the BID process. All information must relate to and benefit the project and/or its ongoing operations.

**Section 7: Non-Collusive Proposal Certificate and Acknowledgement; Bidder Responsibility and New York State Finance Law §§139-j and 139-k**

1. **Please see the below certain forms which must be completed and submitted with your bid to the Albany Parking Authority (“APA”).**

**Non-collusion statement.** Pursuant to Public Authority Law §2878, each Bidder must complete the “NON-COLLUSION PROPOSAL CERTIFICATE PURSUANT TO NEW YORK STATE PUBLIC AUTHORITY LAW § 2878” and submitted with the bidder’s response to this RFP.

**Bidder Responsibility and New York State Finance Law §§139-j And 139-k.** Pursuant to State Finance Law §§139-j and 139-k, this request for proposals (“RFP”) includes and imposes certain restrictions on communication between the Albany Parking Authority (“Authority”) and an Offeror/bidder during the procurement process. An Offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit offers (in this instance, the release of this RFP) through final award and approval of the resultant contract by the Authority (“restricted period”) to other than designated individuals unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Only email inquiries are allowed. **The designated individual for this RFP is Sean Palladino, Associate Director of the Authority at [spalladino@parkalbany.com](mailto:spalladino@parkalbany.com).** Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offeror/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the Offeror/bidder is debarred from obtaining governmental Procurement Contracts. Additionally, the above law requires certain affirmations to be provided to the Authority by bidders and that certain provisions be contained within any contract/award resulting from this RFP. Specifically, the following forms/information is provided:

1. The Authority must obtain from all Offerors/bidders the required affirmation (“**Compliance with NYS Finance Law §139-j**”) of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible Contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. The affirmation is provided below and must be completed and returned to the Authority when submitting a bid.

2. The Authority must include a disclosure request (“**Offeror Disclosure of Prior Non-Responsibility Determinations**”) regarding prior non-responsibility determination in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The required form is provided below and is to be completed and returned to the Authority when submitting a bid.

3. The Authority must obtain from all Offerors/bidders a required certification (“**Bidder Certification**”) that the information is complete, true and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offeror/bidder must agree to the certification and provide it to the procuring Government Entity. This certification is provided below and must be completed and returned to the Authority when submitting a bid.

4. New York State Law §139-k(5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing the Authority to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. An example of such language is provided below:

*The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder in accordance with New York State Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Authority may*

*exercise its termination right by providing written notification to the Bidder in accordance with the written notification terms of this contract.*




**NON-COLLUSION PROPOSAL CERTIFICATE  
PURSUANT TO NEW YORK STATE PUBLIC AUTHORITY LAW § 2878**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the bid have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_  
(date)

  
\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name and title)

\_\_\_\_\_  
(name of firm)

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )      SS:

On the \_\_ day of \_\_\_\_\_, 2020, before me, the undersigned, a notary public in and for said state, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this document and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature, the individual or the person/entity upon behalf of which the individual acted, executed this document.

\_\_\_\_\_  
Notary Public

**BIDDER INFORMATION AND CERTIFICATION REQUIRED PURSUANT TO NEW YORK  
STATE FINANCE LAW §§139-j AND 139-k**

1. **Compliance with NYS Finance Law §139-j.** Offeror affirms that it understands and agrees to comply with the procedures of the APA relative to permissible Contacts as required by State Finance Law §139-j.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

2. **Offeror Disclosure of Prior Non-Responsibility Determinations.**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:  
\_\_\_\_\_

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

Name and Title of Person Submitting this Form: \_\_\_\_\_

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

A. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):  
No                      Yes

If yes, please answer the following questions:

B. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j? (Please circle):  
No                                      Yes

C. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):  
No                                      Yes

D. If you answered yes to questions A thru C, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

E. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

F. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract:  
\_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

3. **Bidder Certification**. I certify that all information provided to the APA with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_  
Signature

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

**Attachment A**

**COST PROPOSAL FORM BID-2020-05  
 VEHICLE LEASING WITH FUEL AND MAINTENANCE PROGRAMS**

<b>Fleet Program</b>	<b>5 year term Per month per vehicle</b>	<b>Full Vehicle Maintenance Per month per vehicle</b>	<b>Fuel Card Per month per vehicle</b>	<b>Total Monthly Cost Per Vehicle</b>	<b>Total Monthly Cost For Replacing Five (5) Vehicles</b>
<b>2020 GMC Terrain 4dr. AWD</b> <i>20,000 miles per yr.</i>	\$	\$	\$	\$	\$

<b>Additional Mileage Charge</b>
\$0. /mile

<b>Fleet Program</b>	<b>5 year term Per month per vehicle</b>	<b>Full Vehicle Maintenance Per month per vehicle</b>	<b>Fuel Card Per month per vehicle</b>	<b>Total Monthly Cost Per Vehicle</b>	<b>Total Monthly Cost For Replacing Five (5) Vehicles</b>
<b>2020 Hyundai Santa Fe 4dr. AWD</b> <i>20,000 miles per yr.</i>	\$	\$	\$	\$	\$

<b>Additional Mileage Charge</b>
\$0. /mile

List any additional fees, charges, etc. below
