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NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2025-RFP-11

Vehicle Leasing Program for the Joplin Police Department

RFP Due Date: 08:00 A.M. March 11th, 2025

Location: City of Joplin
Police Department
303 E. 3rd Street
Joplin, MO 64801

Staff: Captain William Davis
Email: wdavis@joplinmo.org

Phone: 417-623-3131 EXT: 1446

Proposals will be received by the Joplin Police Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Proposals.

February 14th, 2025
Issue Date

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bids until **8:00 A.M., Tuesday, March 11th, 2025,** at the Joplin Police Department located at 303 E. 3rd Street, Joplin, Missouri 64801 to PURCHASE the following:

Three (3) Vehicle under a Vehicle Leasing Program for the Joplin Police Department

- The Joplin Police Department lease vehicle program is intended for use is undercover investigations and surveillance.
- Joplin Police Department will require a wide selection of vehicles from which to choose.
- The vehicles must be reliable and in good condition free of mechanical or other defects.
- The supplied vehicles shall not be of the same color, make or model.
- Lease program that provides (3) vehicles that will allow personnel to exchange or replace vehicles at upon proper notice and reasoning.
- Due to the nature of the investigative and undercover work involved, the utmost discretion is required of the awarded contract.
- Vehicle repairs will be the responsibility of the awarded contractor with the exception of damage or repair needs caused by Joplin Police Department Personnel.
- Vehicle maintenance will be the responsibility of Joplin Police Department.
- Lease contract to be signed for a minimum (12) months, with extended lease term options being considered.

As a part of these specifications, the supplier shall deliver to the City of Joplin, Joplin Police Department, 303 E 3rd Street, Joplin, Missouri.

Questions regarding specifications and bid forms are available from **Captain William Davis, by calling (417) 623-3131 Ext 1446** or by writing to the address:

Joplin Police Department
ATTN: Captain William Davis
303 E. 3rd Street
Joplin, MO 64801.

Any bids received after the specified deadline will not be considered.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The city encourages minority and female owned businesses to submit bids on all City purchases.

Finance Director
Leslie Haase

Publication Date: ***Friday, February 14th, 2025***

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to **PURCHASE** the following:

Three (3) Vehicles under a Vehicle Leasing Program for the Joplin Police Department

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within five (5) working days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not to exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Minimum information to be submitted with each bid shall consist of the following:

1. Verification of Bid Specifications (with variances noted)
2. Bid Form

MARK BID ENVELOPES: "BID #2025-RFP-11; Vehicle Leasing Program for the Joplin Police Department, 08:00 A.M., Tuesday, March 11th, 2025"

Questions concerning the specifications and bidding procedures should be directed to **Captain William Davis (417) 623-3131 Ext 1446.**

SPECIFICATIONS

SPECIFICATION DETAIL VARIANCE

1. Supplier shall deliver to the City of Joplin.

2. Vehicle(s) shall be fully serviced and ready to operate at time of delivery.

3. The awarding bid will be based on the total grand price.

CITY OF JOPLIN, MISSOURI
BID PROPOSAL RESPONSE FORM

Three (3) Vehicles under a Vehicle Leasing Program for the Joplin Police Department

Vehicle 1- Year, Make, Model, Color, Current Mileage:_____

_____

Vehicle 2- Year, Make, Model, Color, Current Mileage:_____
_____

_____

Vehicle 3- Year, Make, Model, Color, Current Mileage:_____
_____

_____

Total BID PRICE: $_____

Estimated Completion Time following receipt of purchase order: _____ days

COMPANY NAME:_____

ADDRESS:_____

_____

Police Department Addresses:
Joplin Police Department
ATTN: Captain William Davis
303 E 3rd ST.
JOPLIN MO. 64801

MARK BID ENVELOPES: "BID #2025-RFP-11; Vehicle Leasing Program for the Joplin Police Department, 08:00 A.M., Tuesday, March 11th, 2025"