

**CITY OF LAKEWOOD, WASHINGTON  
REQUEST FOR PROPOSALS**

**TITLE: Police Motorcycles**

**RFP NUMBER: 2007-06-15A**

**CLOSING DATE AND TIME: July 12, 2007, 4:00PM PDT**

**DATE MAILED TO CITY OF LAKEWOOD:** \_\_\_\_\_

In compliance with the RFP specifications and the Conditions of Proposing, I, the undersigned, offer and agree to furnish any or all materials and/or services upon, which prices are offered, at the price set opposite each, to the City within the time specified.

I (we) further certify that this company has not been debarred, suspended, or otherwise made ineligible for participation in any State or Federal assistance or procurement programs due to any type of non-performance.

PROPOSER will initiate services within \_\_\_\_\_ days.

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Prices effective through \_\_\_\_\_

State of Washington UBI \_\_\_\_\_

Federal I.D. number \_\_\_\_\_

<b>Company Name and Address</b>	<b>State of Incorporation or Head Office</b>
	<b>Authorized signature</b>
	<b>Typed or Printed Name</b>

<b>COOPERATIVE PURCHASING AGREEMENT (SIGN ONE BOX BELOW)</b>	
Proposer <b>WILL</b> allow further procurement from this RFP by other Washington State Public Entities	Proposer <b>WILL NOT</b> allow further procurement from this RFP by other Washington State Public Entities

**NO LATE PROPOSALS WILL BE ACCEPTED**

**CITY OF LAKEWOOD  
REQUEST FOR PROPOSALS  
FOR POLICE MOTORCYCLES**

**RFP NO. 2007-06-15A**

**I. OVERVIEW**

The City of Lakewood (City), A Washington Municipal Corporation is soliciting proposals to enter into an agreement for the acquisition of three (3) HONDA ST1300P Motorcycles. The agreement as a result of this Request for Proposal (RFP) will be for complete delivery of three (3) motorcycles per specifications, warranties, and manuals. It is the City's intent to enter into a contract with one firm.

**II. INTRODUCTION**

The City of Lakewood utilizes a fleet of four (4) police motorcycles for traffic control, along with other police matters. Historically, these motorcycles are utilized for a period of three (3) years before being traded in for new motorcycles. The motorcycles will normally accumulate under 100,000 miles in the three (3) years of use.

**III. SCOPE OF SERVICES**

The City of Lakewood is seeking to purchase Honda Model ST1300P motorcycles with the following specifications, features and options:

Specifications

- Engine Type: 1261cc liquid-cooled longitudinally mounted 90° V-4
- Bore and Stroke: 78mm x 66mm
- Compression Ratio: 10.8:1
- Valve Train: DOHC; four valves per cylinder
- Carburetion: FI with automatic enricher circuit
- Ignition: Computer-controlled digital with three-dimensional mapping and electronic advance
- Transmission: Five-speed
- Final Drive: Shaft
- Suspension
  - Front: 45mm HMAS cartridge fork; 4.6 inches travel
  - Rear: HMAS gas-charged single shock with five-position spring preload adjustability; 4.8 inches travel
- Brakes
  - Front: Dual full-floating 310mm discs with LBS three-piston calipers
  - Rear: Single 316mm disc with LBS three-piston caliper
- Tires
  - Front: 120/70ZR-18
  - Rear: 170/60ZR-17
- Wheelbase: 58.7 inches
- Rake (Caster Angle): 26.0°
- Trail: 98mm (3.9 inches)

- Seat Height: 31.1 inches (+/- 0.6 inches)
- Dry Weight: 679 pounds
- Fuel Capacity: 7.7 gallons
- Color: White
- Meets 2008 CARB emissions standards.

#### Options and Features

- Anti-Lock Braking System with Linked Braking System
- Motor-driven adjustable windscreen with 7.4 inches and 13 degrees of adjustability
- Patrol speedometer is graduated in 2 mph increments above 10 mph.
- Adjustable 3-position dual-density solo seat.
- Specialized brackets for lights, sirens, antenna mount and radio/electronic equipment.
- Rear component cover for electronics weather protection.
- Left and right lower engine-guards with built-in brackets for mounting accessories.
- Right-handlebar-mounted multi-function switch controls.
- Heated Grips
- On/Off headlight switch.
- 8mm side fairing air deflector set.
- Dampers on the transmission mainshaft, clutch and drive
- High-output, 660-watt air-cooled alternator
- Eight-plate hydraulic clutch.
- Cassette-type five-speed transmission
- Three-spoke U-section cast aluminum wheels. 5.0-inch-wide rear wheel , 3.5-inch-wide front wheel.
- Full-coverage bodywork
- Integrated lockable and detachable saddlebags, 35 liters capacity each
- Headlight with dual lenses and twin-filament H4 low/high beam bulbs and multi-reflectors; headlight angle adjustable a minimum of 2.5 degrees
- Fairing pocket
- Breakaway rear view mirrors.
- Integrated ignition switch/fork lock.
- Three-year, unlimited-mileage limited warranty.

#### **IV. GENERAL INSTRUCTIONS**

The attached Schedule A – General Conditions of Proposing, outlines the requirements and procedures to following the preparation and submittal of the proposal.

#### **V. SPECIFIC INSTRUCTIONS**

Proposers are to furnish full written specifications for the motorcycle, warranties, trade-in or other promotional programs.

**VI. PROPOSAL CONTENT:**

**A. Technical Proposal Content:**

Each technical proposal must contain the following:

- 1. Name, address, and telephone number, of the principal member/officer of the firm responsible for administration of the contract.
- 2. Description of past similar contracts or projects completed by the firm.
- 3. Names, addresses and telephone numbers of previous clients, (Minimum of five), and the name and telephone number of the contact person for each client.
- 4. Location(s) of office(s) where the service and maintenance work will be performed.
- 5. Provide a full description of your service and maintenance program.
- 6. Provide trade-in or other promotional program options

**B. Cost Proposal:**

Cost will be a factor in the evaluation of the RFP. Submit cost with the technical proposal. Cost should include but not be limited to equipment, mounted equipment, installation, warranties and maintenance agreements.

**VII. PROPOSAL EVALUATION AND SELECTION:**

**A. Proposal Evaluation**

All technical proposals will be opened by the City’s Purchasing Department. The City of Lakewood’s evaluation committee will evaluate the proposals based on the following basis (weights):

Equipment and warranties offered.	20%
Cost.	25%
Capacity and capability of the firm to perform the project and to do so in a timely manner.	10%
Maintenance and Service Programs	20%
Performance of the firm with previous clients, quality of equipment, costs, ability to meet delivery and schedules on equipment and maintenance and responsiveness to the client	10%
Business within Lakewood boundaries	10%
Clarity of the proposal	5%
<b>TOTAL</b>	<b>100%</b>

B. It is anticipated that interviews will not be held with any of the firms submitting proposals. However, the City reserves the right to hold interviews if it deems necessary.

**VIII. CONDITIONS AND NOTICE TO PROPOSERS**

**A. Rights of Negotiation**

The City reserves the right to waive any and all irregularities in submitted proposals, and to negotiate with any party.

**B. Cancellation of RFP**

The City reserves the right to cancel any RFP prior to, or after award. The City does not warrant or represent that any award or recommendation will be made as a result of this solicitation. All costs incurred by the proposer in preparing and responding to this solicitation are the sole responsibility of the proposer. Any proposal submitted pursuant to this solicitation is at the sole risk and responsibility of the party submitting such proposal.

The City of Lakewood reserves the right, at its sole discretion, to accept or reject any or all proposals, or to waive any and all irregularities in any or all proposals. The City also reserves the right to award a contract to the responsible proposer whose proposal is most beneficial to the City. The City also reserves the right, at its sole discretion, to request additional information from any or all proposers.

C. All requests for information will be submitted by the proposer to the assigned buyer, Scott Novasky by 2:00 pm on July 5<sup>th</sup> Responses to all questions will be compiled and answered in the form of an addendum and will be forwarded to all proposers. Questions are to be e-mailed to [snovasky@cityoflakewood.us](mailto:snovasky@cityoflakewood.us) no later than 2:00 pm on July 5th.

D. A pre-proposal conference will not be held.

**NOTE: DIRECT CONTACT REGARDING THIS RFP WITH CITY ELECTED OFFICIALS OR CITY STAFF, OTHER THAN PURCHASING DEPARTMENT STAFF, WILL RENDER THE ROPOSAL NON-COMPLIANT.**

Proposals will be submitted to the City Clerk’s office at the following address:

<b>If By Mail</b>	<b>If Hand Delivered</b>
City of Lakewood RE: RFP 2007-06-15A ATTN: CITY CLERK 6000 Main ST SW Lakewood, WA 98499	City of Lakewood City Hall, Third Floor City Clerk’s Office 6000 Main ST SW Lakewood, WA 98499

The proposal is due by 4:00 p.m. on July 12. Any proposal received by the City Clerk after the deadline for submittal will be refused and returned unopened. A late proposal will not be accepted. Timeliness will be determined by the City Clerk Department’s clock, and the City of Lakewood’s determination of timeliness will be final.

**CITY OF LAKEWOOD  
GENERAL CONDITIONS OF PROPOSING**

**1. VENDOR COMPLIANCE WITH ALL APPLICABLE LEGAL RULES:**

Any potential contractor or vendor agrees to comply with all applicable federal, state and local laws, regulations, and rules pertaining to the procurement, delivery, and service of the products and services described within this Request For Proposals.

**2. INFORMATION REQUESTS:**

- a. All requests for information will be submitted by the proposer, to the Purchasing Department in writing. E-mail transmissions are acceptable. Questions must be submitted **PRIOR** to 7 calendar days before closing date unless otherwise specified in the request for proposal.
- b. When emailing questions the following rules must be followed:
  - 1) All transmissions must have a identification block
  - 2) Identification block shall contain:
    - a) The RFP number.
    - b) Opening Date and Time of the RFP.
    - c) Proposer name, contact person, phone number, and return email.
    - d) The question date deadline. If the email is received after the question dateline, it will not be considered. Time received will be the time registered by our fax machine.
  - 3) If items one and two are not followed, the questions will be destroyed. It will not receive any consideration.
  - 4) **RESPONSES TO THE REQUEST FOR PROPOSAL WILL NOT BE ACCEPTED BY FAX. ALL PROPOSALS CALL FOR MULTIPLE COPIES THAT MUST BE SUPPLIED.**
- c. Responses to all questions will be compiled and answered in the form of an addendum. This will be returned to all proposers before scheduled closing date.
- d. **NO QUESTIONS WILL BE ANSWERED BY TELEPHONE.**
- e. If an addendum is received after your proposal has been submitted, please mark as received and return.
- f. If the late addendum changes your proposal in any way, please send a revised proposal. That proposal must be clearly marked as a revised proposal. Failure to acknowledge receipt of addendums may result in your proposal being non-compliant.

- g. DIRECT CONTACT WITH CITY ELECTED OFFICIALS OR CITY STAFF, OTHER THAN IDENTIFIED PROCESSING STAFF, WILL RENDER YOUR PROPOSAL NON-COMPLIANT.

**3. PROPOSAL FORMAT:**

- a. Maximum of 15 pages, including title, index, transmittal letter, etc. A copy of the cover/signature page must be included with each copy of technical proposal. The cover page is not included in the maximum page requirement. FAILURE TO RETURN COVER SHEET WILL RESULT IN AUTOMATIC REJECTION.
- b. Be bound on left hand margin, not single stapled on top left corner.
- c. Be printed on one side only.
- d. **Submit five copies** of proposal unless otherwise specified in the RFP.
- e. No other materials are to be submitted, unless specifically requested in proposal.
- f. All pages must be numbered.

**4. PROPOSALS MUST:**

- a. Be submitted typed no less than 12 points per inch or in ink.
- b. Be complete with all required information.
- c. Be signed on The City of Lakewood cover sheet provided.
- d. Have the Technical Proposal and Cost Proposal presented as distinct, separate sections, clearly titled.
- e. Have the RFP Number listed in the header of each page.
- f. Have the return address prominently marked for identification.
- g. Be mailed or delivered to:

<b>If By Mail</b>	<b>If Hand Delivered</b>
City of Lakewood RE: 2007-06-15A ATTN: CITY CLERK 6000 Main ST SW Lakewood, WA 98499	City of Lakewood City Clerk's Office City Hall 6000 Main ST SW Lakewood, WA 98499

- h. Be received with any samples or other material required by the City of Lakewood on or before the specified due date and time provided in the proposal. Proposals delivered after the closing date and time will not be accepted and will be returned, unopened, to the vendor. The time clock in the Finance Department will be the official time clock.
- i. Include any applicable taxes. These will be paid per invoice as submitted at the current prevailing rate.
- j. An out of state proposer shall have all necessary state and local business licenses, and those licenses shall be in good standing throughout the bid and contractual performance period.

**5. THE CITY OF LAKEWOOD HAS THE SOLE RIGHT TO:**

- a. Determine responsible proposers and responsive proposals.
- b. Accept and award proposals as per conditions expressed or omitted in a proposal.
- c. Determine and waive minor technicalities in the RFP's from requirements not affecting price, quality or quantity of items or services sought.
- d. Delete, decrease or increase quantities of a proposals items or service quantity within their effective price dates.
- e. Accept or reject any alternate bid proposals in any combination.
- f. Reject any or all Responses/Proposals.

**6. RESPONDING PROPOSER SHALL:**

- a. Be responsible for complying with the criminal laws prohibiting bribes, gratuities and kickbacks.
- b. Be responsible for all costs associated with preparation and submission of a response to this RFP. The City of Lakewood is not liable for any costs incurred by a proposer, their employees, officers, contractors, or assigns for the preparation or submission of any RFP response.
- c. Acknowledge that responses to this RFP are public records and subject to public disclosure.
- d. Acknowledge that proposal results will not be given over the phone.

**7. AWARD:**

- a. Generally proposals shall be awarded within 45 to 60 days after the closing date.
- b. Proposers may contact the City of Lakewood for a summary of the result of this RFP.
- c. Successful proposer will receive notice of award via a purchase order or be contacted to sign the necessary contracts.

**8. VENDOR COMPLIANCE WITH ADA REQUIREMENTS:**

Any proposer shall insure all proposed products, services or activities contained as a part of the proposal comply with the requirements of the Americans with Disabilities Act and ADAAG requirements; ANSI Accessibility Guidelines and Washington State Department of Labor and Industries Accessibility Requirements (when applicable) to ensure accessibility to persons with disabilities.

**9. INDEMNIFICATION:**

Any proposer shall indemnify and hold harmless the City of Lakewood, its employees, contractors, officers, agents, and assigns from any claim arising out this Request for Proposal. In the event of a dispute arising from the performance of the City of Lakewood during this RFP process, the aggrieved proposer shall terminate any and all claims against the City of Lakewood by accepting liquidated damages not to exceed one dollar.



**10. COOPERATIVE PURCHASING:**

The City of Lakewood acknowledges that other Cities, Towns, Counties, and Special Districts in the State of Washington may be interested in purchasing items or services as set forth in this RFP. The City of Lakewood may enter into interlocal agreements with other public entities in the State of Washington to allow them to procure items or services from the contract awarded through this RFP. Entry into such agreements between the City of Lakewood and other public entities requires agreement from the proposer by assigning such right on the coversheet to the RFP response.