



RFP #2018-001

MICROTRANSIT ELECTRIC LSV LEASE PROGRAM FOR ANAHEIM TRANSPORTATION NETWORK

PROPOSAL DUE DATE: MAY 10, 2018

An electronic copy of this RFP and attachments, if any, is available from the ATN's website: www.rideart.org/about-us/doing-business-with-atn. All RFP documents shall be submitted in hard copy. Electronic or e-mailed submissions shall be rejected.



Request for Proposals #2018-001

MicroTransit Electric LSV Leases

Date:	April 3, 2018
Contact:	Jim Appleby, Project Manager
Telephone Number:	714-563-5287
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Release Date:	April 3, 2018
Request for Proposals	#2018-001



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NOTICE OF REQUEST FOR PROPOSALS (RFP)

The Anaheim Transportation Network (ATN) is a public transit service provider offering mass transit service within the greater Anaheim Resort area. ATN is requesting proposals from qualified firms to provide 36-month vehicle leases for up to eight (8) electric powered Low Speed Vehicles (LSV) and two (2) ADA equipped, electric powered Low Speed Vehicles (LSV).

INTRODUCTION

This Request for Proposals (RFP) is the means for prospective suppliers to submit a lease price quotation to the ATN for the services described in this document. The RFP and all associated documents are available in electronic form at <http://rideart.org/about-us/solicitations/>.

The Anaheim Transportation Network (ATN) is governed by the Board of Directors and is the primary policy making body for the provision of transit services in the greater Anaheim Resort Area. The ATN is a 501(C)(4) non-profit organization located in the City of Anaheim, California. The ATN provides a comprehensive transit service, known as the Anaheim Resort Transportation (ART) in the greater Anaheim Resort area, including cities of Anaheim, Orange and Garden Grove, Buena Park and Santa Ana. ART service connects sixty two (62) areas' hospitality establishments with local destinations and attractions such as:

Disneyland Resort	The Outlets at Orange
Disney's California Adventure	Christ's Cathedral
Downtown Disney	Anaheim Stadium & Amtrak Train Stations
Anaheim Convention Center	The Honda Center
Anaheim GardenWalk	Buena Park Destinations
Angel Stadium & ARTIC Station	MainPlace Mall

PURPOSE OF THIS RFP

The ANAHEIM TRANSPORTATION NETWORK (ATN), hereinafter referred to as the ATN intends to Lease up to eight (8) Electric Low Speed Vehicles (LSV) and two (2) ADA wheelchair access equipped Electric Low Speed Vehicles to provide an on-demand microtransit service to the City of Anaheim. ATN's overall objective in the lease and operation of these vehicles shall be to satisfy the following requirements:

- Safe and reliable operation
- Economic to lease, operate and maintain
- Optimum performance, comfort, and safety
- Full compliance with all applicable rules, regulations and standards in place at the time of manufacturing



The ATN will be obligated only for the specific quantities of materials and/or services that are authorized by the issuance of a specific Purchase Order. Purchase Orders will be issued on as needed basis and will specify specific terms and conditions. The selected Contractor shall provide a 36 month lease for Electric Low Speed Vehicles for the ATN to provide a microtransit service in the City of Anaheim, California.

Proposals are due to the ATN **by 4 pm on May 10, 2018** and must be submitted to:

Anaheim Transportation Network
Attn: RFP 2018-001
1354 South Anaheim Blvd.
Anaheim, CA 92805

Submission of a proposal shall constitute a firm offer to the ATN for one hundred twenty (120) days from the date of RFP closing. This RFP does not commit the ATN to award a contract, to pay any cost incurred in preparation of a proposal, or to procure or contract for services.

For information regarding this proposal, contact Jim Appleby, at 714-563-5287 phone, 714-563-5289 fax or jappleby@atnetwork.org via email. Any questions or requests for clarification are due from proposers before April 20, 2018 at 4:00pm and must be submitted in writing to Jim Appleby either by e-mail, fax or US Mail. If required, ATN's response to these submissions will be in the form of an Addendum.



SECTION 1 PROPOSAL SCHEDULE

RFP Issued	April 3, 2018
Final Questions, Comments and Requests for Clarifications	April 20, 2018
ATN Response to Questions, Comments and Requests for Clarifications	April 27,2018
Proposal Due	May 10, 2018
Contract Award	June 6, 2018
Vehicle Delivery Date	August 1, 2018



SECTION 2 VEHICLE SPECIFICATIONS

2.1 GENERAL

The Contractor shall conform to these technical specifications and shall not omit any unit and/or component, part or detail to make these vehicles ready for service, even though such part or detail is not mentioned in these specifications. In absence of specification, the Contractor shall adhere to its manufacturing standards. No changes or substitutions shall be permitted without the prior written consent of the ATN.

2.2 DEFINITIONS

The following are definitions of special terms used in these specifications.

- GVWR (Gross Vehicle Weight Rating). The maximum total weight as determined by the vehicle manufacturer, at which the vehicle can be safely and reliably operated for its intended purpose.
- Alternative. An alternative specification condition to the baseline configuration bus. The ATN may define alternatives to the baseline configuration to satisfy local operating requirements. Alternatives for the baseline configuration shall be clearly identified.
- Standards. Standards referenced in these specifications are the latest revisions unless otherwise stated.
- Wheelchair. A mobility aid belonging to any class of three or four-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered. A “common wheelchair” is such a device that does not exceed 30 inches in width and 48 inches in length measured two inches above the ground, and does not weigh more than 600 pounds when occupied.
- Code. A legal requirement.
- Specification. A particular or detailed statement, account, or listing of the various elements, materials, dimensions, etc. involved in the manufacturing and construction of a product.
- Standard. A firm guideline from a consensus group.
- Microtransit. A form of public transportation in which routes can be dynamically generated.



2.3 ABBREVIATIONS

The following is a list of abbreviations used in these Technical Specifications.

ADA	Americans with Disabilities Act
ASTM	American Society for Testing and Materials
CFR	Code of Federal Regulations
DOT	U.S. Department of Transportation
FMVSS	Federal Motor Vehicle Safety Standards
FTA	U.S. Federal Transit Administration
LSV	Low Speed Vehicle
MPH	Miles Per Hour
NHTSA	National Highway Traffic Safety Administration
OEM	Original Equipment Manufacturer

2.4 LEGAL REQUIREMENTS

All LSVs must meet the most current version of applicable federal standards and regulations at the time of delivery and must be able to be licensed to drive on the street as an LSV in the state of California.

FMVSS No. 500: All items must conform to and include all equipment required by Federal Motor Vehicle Safety Standard Number 500 – low speed vehicles. Section S5 of FMVSS No. 500 is reproduced in italics below.

S5. Requirements

(a) When tested in accordance with test conditions in S6 and test procedures in S7, the maximum speed attainable in 1.6 km (1 mile) by each low-speed vehicle shall not more than 40 kilometers per hour (25 miles per hour).

(b) Each low-speed vehicle shall be equipped with:

(1) Headlamps,

(2) Front and rear turn signal lamps,



(3) Taillamps,

(4) Stop lamps,

(5) Reflex reflectors: one red on each side as far to the rear as practicable, and one red on the rear,

(6) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror,

(7) A parking brake,

(8) A windshield that conforms to the Federal motor vehicle safety standard on glazing materials (49 CFR 571.205).

(9) A VIN that conforms to the requirements of part 565 Vehicle Identification Number of this chapter, and

(10) A Type 1 or Type 2 seat belt assembly conforming to Sec. 571.209 of this part, Federal Motor Vehicle Safety Standard No. 209, Seat belt assemblies, installed at each designated seating position.

(11) Low-speed vehicles shall comply with the rear visibility requirements specified in paragraphs S6.2 of FMVSS No. 111.

2.5 MINIMUM REQUIREMENTS

APPEARANCE

The vehicles should be white in color and body must be a smooth material that can accept a vinyl wrap for advertising. All vehicles should have a roof fully covering the passenger compartment and any rear storage compartments.

AESTHETIC DESIGN

All Proposers shall submit a detailed set of at least a four-view drawing consisting of front, sides, floor plan and rear view.

DIMENSIONS

Vehicles shall meet the following minimum size dimensions:

- Length - 144 inches
- Width - 48 inches
- Height - 60 inches



WHEELBASE

The vehicles will have a wheelbase of no less than 90 inches.

GROUND CLEARANCE

The vehicles must have a ground clearance of at least 5 inches.

INTERIOR

The interior of the vehicles should include seating for six (6) adults including the driver. The floor should be covered with a non-slip material.

SEATS AND SEATBELTS

Seats may be bench style or captain's chairs. A Type 1 or Type 2 seat belt assembly conforming to Sec. 571.209 of this part, Federal Motor Vehicle Safety Standard No. 209, Seat belt assemblies, installed at each designated seating position.

INSTRUMENTATION

The following items are the minimum indicators that must be displayed on the dash in clear view of the driver:

- Speedometer
- Odometer
- Volt meter or battery indicator

SAFETY AND CONVENIENCE

The following items must be in clear view of the driver and easily accessible for use:

- Rearview mirror mounted to interior of vehicle
- Turn signal indicator
- Windshield wiper control
- Horn
- Dome light switch

ACCESSORIES

A voltage reducer to 12 volts must be in the dash of the vehicle and available for the driver to charge at least two (2) mobile devices.

EXTERIOR

The exterior of the vehicles should be white in color and body must be a smooth material that can accept a vinyl wrap for advertising. All vehicles should have a roof fully covering the passenger



compartment and any rear storage compartments.

The following items must be included on the exterior of the vehicle:

- Headlamps
- Front and rear turn signal lamps
- Taillamps
- Stop lamps
- Exterior mirrors mounted to both sides of the vehicle
- Front and rear shock-absorbing bumpers

DOORS

At a minimum the vehicles should have doors that cover ½ of the openings. ADA wheelchair access vehicles can have open sides to allow for ramp installation.

WINDOWS

The front windshield must conform to the Federal motor vehicle safety standard on glazing materials (49 CFR 571.205). Side and rear windows must be clear. The vehicle shall comply with the rear visibility requirements specified in paragraphs S6.2 of FMVSS No. 111.

DRIVETRAIN

Vehicles should have a minimum 7HP AC electric motor capable to propel the vehicle at a maximum speed of 25 MPH. The vehicle should be able to attain a speed of 20 MPH when fully loaded.

The vehicle should be capable of going in forward or reverse and control for this be within easy reach of the driver.

BATTERY AND CHARGING

Battery or batteries should be safely contained and not visible or accessible to occupants. The battery should enable the vehicle to have a minimum range of 40 miles between charging. The charging unit should come integrated with the vehicle and able to be plugged into any standard 110v outlet. The maximum time to fully charge LSV battery cannot exceed twelve (12) hours.

SUSPENSION

The vehicles should have an automotive type suspension such as leaf springs, coil springs, or struts. The steering should be a rack and pinion type and the turning radius should be no more than 25 feet.

PAYLOAD

The payload capacity must be a minimum of 900 pounds. The GVWR should be no more than 3000 pounds.



TIRES AND WHEELS

Wheels should be aluminum or steel and have a minimum size of 10 inches. Tires should be street legal DOT tread.

BRAKES

The brake system should be hydraulic and have disc or drum brakes at every wheel.

2.6 ADDITIONAL REQUIREMENTS

ADA

Two of the vehicles must have an option for ADA wheelchair ramp or able to accept an aftermarket conversion.

DELIVERY

Cost of delivery shall be included in the bid and made to the Anaheim Transportation Network located at 1354 S. Anaheim Blvd., Anaheim, CA 92805.

Upon delivery, the vehicle shall undergo a thorough physical inspection by Anaheim Transportation Network. If the vehicle is damaged, defective, or substandard it shall be removed by the supplier and replaced at no cost to the Anaheim Transportation Network. In addition, if the vehicle does not conform to these specifications, it will be the responsibility of the dealer or manufacturer to comply with the requirements.

WARRANTY

Manufacturer's warranty to apply. The successful bidder shall furnish, with the vehicle, the Manufacturer's Owner Service Policy. In addition, the Owner Service Policy shall be recognized and accepted by all authorized dealers. Terms of warranty shall be submitted with the bid, including any extension of warranty covering defects and adjustments not normally covered by the manufacturer's warranty. Warranty work will be performed by the dealership selling the vehicle. Warranty period will start on the date that the vehicle is delivered. Warranty coverage may be used as a factor in determining the award of the contract.



SECTION 3. PROPOSAL INSTRUCTIONS

3.1 GENERAL INFORMATION

- a. The terms “solicitation” and “Request for Proposals (RFP)” are used interchangeably, the terms “offer” and “proposal” are used interchangeably, and the terms “bidder” and “proposer” are used interchangeably.
- b. Interested firms may submit proposals until proposal closing on 4:00pm PST on May 10, 2018. Proposals received after the time specified may not be considered for award. Proposals received via facsimile (fax) or electronic mail (e-mail) will not be considered. Proposals must meet specified delivery and method of submittal or they will not be opened or considered responsive. Proposals must be delivered or mailed to:

Anaheim Transportation Network
Attn: RFP 2018-001
1354 South Anaheim Blvd.
Anaheim, CA 92805

- c. In cases where communication is required between bidders and the ATN, such as requests for information, instruction, clarification of specifications, approval of completed work, etc., such communication shall be forwarded in writing directly to Jim Appleby, Project Manager. Electronic comments, questions and requests for clarification should be sent to Jim Appleby, jappleby@atnetwork.org.
- d. Submitting a proposal constitutes a firm offer to ATN for one hundred twenty (120) days from the closing date.
- e. ATN is not responsible for any cost or expense that may be incurred by the proposer before the execution of a contract, including costs associated with preparing a proposal or interviews.

3.2 RESERVATIONS

ATN reserves the right to waive informalities or irregularities in proposals, to accept or reject any or all proposals, to cancel this RFP in part or in its entirety, and to re-advertise for proposals if it is in the best interest of the ATN. ATN shall be the sole judge of what is in its best interest with respect to this solicitation.

ATN also reserves the right to award a contract solely on the basis of the initial proposal without any interviews or negotiations. Therefore, offers should be submitted to ATN on the most favorable terms possible, from a cost or price and technical standpoint.



3.3 PROPOSER'S RESPONSIBILITIES

- a. By submitting a proposal, the proposer represents that:
 1. The proposer has read and understands the RFP and the proposal is made in accordance with the RFP;
 2. The proposer possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to ATN
- b. Before submitting a proposal, the proposer should make all investigations and examinations necessary to ascertain site or other conditions and requirements affecting the full performance of the contract.

3.4 AUTHORIZATION TO PROPOSE

If an individual doing business under a fictitious name makes the proposal, the proposal should so state. If the proposal is made by a partnership, the full names and addresses of all members of the partnership must be given and one principal member should sign the proposal. If a corporation makes the proposal, an authorized officer should sign the proposal in the corporate name. If the proposal is made by a joint venture, the full names and addresses of all members of the joint venture should be given and one authorized member should sign the proposal. If the proposal is made by a limited liability company, the full names and addresses of all members of the limited liability company must be given and one manager or managing member should sign the proposal.

3.5 WITHDRAWAL & INCOMPLETE PROPOSALS

- a. Proposals may be withdrawn upon written request received by ATN before the closing date. Withdrawal of a proposal does not prejudice the right of the proposer to submit a new proposal, provided the new proposal is received before the closing date.
- b. Incomplete proposals may render the proposal nonresponsive.

3.6 MODIFICATION OF PROPOSALS

Any modifications or revisions to a proposal received after the closing date may not be considered.

3.7 UNBALANCED PROPOSAL

The ATN may determine that an offer is unacceptable if the prices proposed are materially unbalanced. An offer is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work.

- a. Approved Equals
 1. Wherever brand, manufacturer, or product names are used, they are included only for



establishing a description of minimum quality of the requested item unless otherwise specified. This inclusion is not to be considered as advocating or prescribing the use of any particular brand or item or product. However, approved equals or better will be accepted only when previously approved by the ATN.

2. All requests for approved equals shall be received in writing. Changes to the specifications will be made by addendum if applicable. Proposers may discuss the specification with the ATN; however, requests for changes shall be written and documented.
3. When an approved equal is requested, the bidder shall demonstrate the quality of its product to the ATN, and shall furnish sufficient technical data, test results, etc., to enable the ATN to determine whether the proposer's product is or is not equal to specifications.

3.8 PROTESTS

- a. The following protest procedures will be employed for this procurement. For the purposes of these procedures, "days" shall mean business days of ATN administrative personnel which are days other than a Saturday, Sunday or legal holidays observed by ATN for such administrative personnel.
 1. Pre-Submittal. A pre-submittal protest is received prior to the proposal due date. Pre-submittal protests must be received by the ATN, in writing and addressed to the ATN Director of Procurement, no later than five (5) days before the proposal closing date.
 2. Post-Submittal/Pre-Award. A post-submittal/pre-award protest is a protest against making an award and is received after receipt of proposals but before award of a contract. Post-submittal protests must be received by the ATN, in writing and addressed to the ATN Director of Procurement, no later than five (5) days after the proposal closing date.
 3. Post-Award. Post-Award protests must be received by the ATN, in writing and addressed to the ATN Director of Procurement, no later than five (5) days after the date of the Notice of Intent to Award.
- b. The ATN Project Manager shall respond in writing within five (5) days from the date of the written request. If the protester is not satisfied with the response of the ATN Director of Procurement the protester may appeal in writing to the ATN General Manager within five (5) days from the date from the ATN Director of Procurement's response.
- c. The ATN Executive Director will decide if the protest and the appeal (if any) have been given fair and reasonable consideration, or if additional consideration is warranted. The ATN Executive Director's response will be provided within ten (10) days after receipt of the request. The ATN Executive Director's decision is final and no further action on the protest shall be taken by the ATN.



- d. By written notice to all parties, the ATN Director of Procurement may extend the time provided for each step of the protest procedures, extend the date of Notice of Award, or postpone the award of the Contract if deemed appropriate for protest resolution.

3.9 DISCLOSURE OF PROPRIETARY INFORMATION

- a. A proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the proposals by:
 - 1. Marking each page of each such document prominently in at least 16-point font with the words "Proprietary Information;"
 - 2. Printing each page of each such document in a different color paper than the paper which the remainder of the proposal is printed; and
 - 3. Segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the proposer.
- b. After either the Contract is executed pursuant to this RFP, or all proposals are rejected, the proposals will be considered public records open for inspection. If access to documents marked "Proprietary Information," as provided above, is requested under the California Public Records Act, the ATN will notify the proposer of the request and the proposer shall have the burden to establish that such documents are exempt from disclosure under the law. Notwithstanding the foregoing, in response to a formal request for information, the ATN reserves the right to release any documents if the ATN determines that such information is a public record pursuant to the California law.



SECTION 4. PROPOSAL SUBMISSION, EVALUATION AND AWARD

4.1 PROPOSAL COPIES

- a. The proposal package consists of two (2) sealed packages.
- b. One of the sealed packages should contain an original and four (4) full, complete, and exact copies of the original proposal. The package should be clearly marked “RFP #2018-001 and Title – Technical Proposal.”
- c. The second sealed package should contain an original and one (1) full, complete, and exact copies of the Cost Proposal. The package should be clearly marked “RFP #2018-001 and Title – Cost Proposal.”

4.2 TECHNICAL PROPOSAL FORMAT

- a. The technical proposal page limit is 20 pages. The proposer may choose to allocate pages between any of the criteria as long as the proposal does not exceed 20 pages. If a proposer submits a proposal exceeding this limit, ATN will consider the pages up to the allowable number and discard all subsequent pages.
- b. The following are excluded from the page count:
 - Title Page
 - Table of Contents
 - Letter of Transmittal
 - Tabs or Indices
 - Additional lists of references
 - Résumé/background for key personnel
 - Required forms such as certifications, and financial data
 - Proposer Registration Form
- c. One page is defined as one side of a single, 8-1/2 x 11” page, with 11-point minimum font size for the substantive text. Any page over this size will be counted as two (2) pages. Any page or partial page with substantive text, tables, graphics, charts, résumés, etc. will be counted as one (1) page. Proposers may use their discretion for the font size of other materials (e.g. graphics, charts).

4.3 TECHNICAL PROPOSAL CONTENT

- a. Each technical proposal should enable the evaluation committee to make a thorough evaluation and arrive at a sound determination as to whether or not the proposal will meet ATN’s requirements. Each technical proposal must be as specific, detailed and complete as to clearly and fully demonstrate that the proposer has a thorough knowledge and understanding of the requirements and has valid and practical solutions for technical problems. Statements which



paraphrase the requirements or attest that “standard procedures will be employed” are inadequate to demonstrate how the proposer will comply with the requirements of this procurement.

- b. To achieve a uniform review process and obtain the maximum degree of compatibility, proposals must be organized as follows:

1. Title Page

Show the RFP number and title, the name of the firm, address, telephone number(s), name and title of contact person, telephone number(s), email address, facsimile number and date.

2. Table of Contents

Clearly identify the materials by section and page number.

3. Letter of Transmittal

The letter should be addressed to Director of Procurement, Jim Appleby, and signed by a corporate officer with authority to bind the firm. The letter must contain the following:

- a. Identification of proposing firm(s), including name, address, telephone number(s) and email addresses of each subcontractor
- b. Proposed working relationship among proposing firms (e.g., prime, subcontractor), if applicable
- c. Acknowledgement of receipt of RFP addenda, if any
- d. Name, title, address, telephone number and email address of the contact person for this project Signature of a person authorized to bind the proposing firm to the terms of the proposal
- e. Briefly state the firm’s understanding of the services to be performed and make a positive commitment to provide the services as specified

4. Vehicle Specifications

- a. Provide detailed information on the vehicles proposed for this lease and how they meet or exceed the minimum specifications set forth in Section 2.
- b. Provide detailed information on any deviations or proposed alternatives to the minimum specifications set forth in Section 2.



- c. Complete the Vehicle Specification Worksheet attached to this RFP as Exhibit 2.

5. Key Personnel Experience and Qualifications

- a. Provide a brief synopsis of the firm, including when and where incorporated, major business activities, and a listing of officers of the company. State whether the firm is local, regional, or national and how long the firm has been in existence under current ownership/management.
- b. This section should demonstrate the experience, skills and qualifications of the Account Executive and other key personnel in the performance of supplier responsibilities in meeting client goals, objectives and schedules. Describe direct experience administering and operating under similar applications within the past three (3) years. Transit applications are preferred. Detail any plans on services the proposer will provide that are not specifically required in this RFP.
- c. Provide resumes for the proposed Project Supervisor and other key personnel and discuss the unique qualifications these individuals bring to the project.

6. Financial Condition of the Firm. In this section the proposer must provide information demonstrating that proposer has the necessary financial resources to perform the Contract in a satisfactory manner. The proposer is required to permit ATN to inspect and examine its financial statements. The proposer shall submit two (2) years of its most recent audited financial statements, with such statements to be prepared in accordance with generally accepted accounting principles.

7. Exceptions, Omissions and Form of Contract

- a. Exceptions. The proposal should clearly identify any exceptions to the requirements set forth in this RFP.
- b. Omissions. The Supplier will be responsible for providing all services, equipment, facilities, and functions which are necessary for the safe, reliable, efficient, and well-managed operation of the program, within the general parameters described in this RFP, and consistent with established industry practices, regardless of whether those services, equipment, facilities, and functions are specifically mentioned in this RFP or not. The proposer should clearly identify any omissions to the requirements set forth in the RFP.



4.4 PROPOSAL SUBMISSION REQUIREMENTS – COST PROPOSAL

- a. ATN anticipates awarding a purchase order for a fixed monthly lease price in a not to exceed amount.
- b. Complete all sections of the lease cost proposal form. For sections where you are not providing a lease quote, enter N/A.
- c. The amount included in the lease cost proposal should include all applicable taxes, fees, and other costs necessary to perform the contract. Any items omitted from this RFP which are clearly necessary for the completion of the work being proposed should be considered part of the work though not directly specified or called for in this RFP.

4.5 BASIS FOR CONTRACT AWARD

- a. Award of the Contract, if made, will be done on a best value basis to the highest ranked responsive and responsible proposer(s) whose offer conforms most to the solicitation. The proposal is judged by an integrated assessment of the evaluation criteria that is most advantageous to the ATN, price/cost and other factors considered.
- b. ATN may select other than the lowest cost/priced, technically acceptable offer if it is determined that the additional technical merit offered is worth the additional cost in relation to other proposals received. ATN is more concerned with obtaining excellent technical features than with making an award at the lowest overall cost/price to the ATN. However, the ATN will not make an award at a significantly higher overall cost to achieve only slightly superior technical features.
- c. Accordingly, ATN may not necessarily make an award to the proposer(s) with the highest technical ranking nor award to the proposer with the lowest priced proposal if doing so would not be in the overall best interest of ATN. For evaluation purposes, if proposals become more technically equivalent, then cost/price becomes more important and may be the deciding factor.
- d. ATN may split the award to multiple proposers based on responses received.

4.6 TECHNICAL PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by the evaluation committee on the basis of the following criteria, listed in descending order of importance.

- Technical Criteria
- Cost / Price
- Qualifications and Experience
- Financial Condition of the Firm



4.7 PRESENTATIONS/INTERVIEWS/WRITTEN RESPONSES

After the submission of proposals, selected proposers with the highest evaluation score(s) may be invited to interview with the evaluation committee concerning its technical proposal. The evaluation committee may also require a proposer(s) to submit written responses to questions regarding its proposal.

4.8 NEGOTIATIONS & BEST AND FINAL OFFERS

- a. Additional contract negotiations may be required with the highest ranked proposers prior to final contract award. ATN may solicit a Best and Final Offer (BAFO) from one or more proposers. ATN may or may not contact all proposers to negotiate and/or to submit a BAFO.
- b. After receipt of the results of the proposal evaluations, interviews, and BAFO(s), if applicable, the evaluation committee will complete its evaluation and recommend for award the responsible proposer(s) judged to provide the best value to the ATN.



Exhibit 1

**COST PROPOSAL
ATN RFP #2018-001
ELECTRIC LSV LEASE**

Vehicle Category	Make	Model	Year	Lease Term (Months)	Annual Mileage Cap	Monthly Lease Cost
Electric LSV				36	10,000	\$
Electric LSV (ADA)				36	10,000	\$

Vehicle Category	Make	Model	Year	Lease Term (Months)	Annual Mileage Cap	Monthly Lease Cost
Electric LSV				36	15,000	\$
Electric LSV (ADA)				36	15,000	\$

Vehicle Category	Make	Model	Year	Lease Term (Months)	Annual Mileage Cap	Monthly Lease Cost
Electric LSV				36	20,000	\$
Electric LSV (ADA)				36	20,000	\$

We hereby agree to furnish the items on which prices are listed above and in accordance with the terms and conditions listed in the Proposal Documents and the attached specifications.

COMPANY NAME _____ DATE _____

ADDRESS/CITY/STATE/ZIP _____

AUTHORIZED SIGNATURE _____ TITLE _____

NAME _____ TELEPHONE NUMBER _____

FAX NUMBER: _____ CELL PHONE: _____

E-MAIL: _____

NOTE: The Proposal Response Form must be signed by an authorized agent or office or proposal may be considered non-responsive.



Exhibit 2 Vehicle Specification Worksheet

Item	Specification	Proposer's Comments
Engine & Drivetrain		
Please enter the motor size and type, as well as speed rating		
Motor type		
Transmission		
Power		
Max speed forward		
Max speed reverse		
Battery		
Enter type, size, and number of batteries along with charger type and cord length.		
Battery		
Charger		
Integrated charging cord		
Electrical/Lighting		
Please check off all items included. Add any extra items not listed		
Headlights		
Brake lights		
Turn signals		
Horn		
Dome light		
Accessory outlet		



*Exhibit 2
 Vehicle Specification Worksheet – Continued*

Item	Specification	Proposer's Comments
Dimensions		
Enter information for the vehicle dimensions		
Curb Weight		
Ground clearance		
GVWR		
Length (in)		
Width (in)		
Height (in)		
Payload capacity		
Rear cargo capacity		
Turning radius		
Wheelbase		
Brakes/Steering/Suspension		
Indicate sizes and types		
Front Brakes		
Rear Brakes		
Parking brake		
Tires		
Wheels		
Steering		
Suspension-front		
Suspension-rear		



Exhibit 2 Vehicle Specification Worksheet – Continued

Item	Specification	Proposer's Comments
Interior/Exterior		
Please give a description of all items included. Add any extra items not listed		
Passenger Capacity		
Seats		
Seatbelts		
Gauges		
Rear view mirror		
Grab handles		
Flooring material		
Windshield		
Wipers		
Side mirrors		
Doors		
Body Color		
Body material		
Body Color		
Body material		
External storage		