



City of Savannah

Request for Statements of Qualification for Pre-Owned Vehicles

RFSQ – Event No. 7509
Qualifications Due: November 26, 2019 at 1:30PM EST

City of Savannah
Purchasing Department
305 Fahm Street
Savannah, Georgia 31401

Request for Statement of Qualifications (RFSQ)

Pre-Owned Vehicles

Event # 7509

The City of Savannah is accepting statements of qualification from general contractors for construction of Pre-Owned Vehicles. Pre-qualification is mandatory for all contractors who wish to submit bids on this project. Bids will only be accepted from contractors who are pre-qualified through this process. Electronic responses will not be accepted. All responses must be submitted manually.

Instructions for preparation and submission of the statement of qualifications are contained in this package.

All statements of qualification are due in the Office of the Purchasing Director, All statements of qualification are due in the Office of the Purchasing Director, 305 Fahm Street, Savannah, Georgia 31401 no later than 1:30PM EST on November 26, 2019. The names of the respondents will be read aloud at the public bid opening shortly thereafter.

All questions regarding this event must be submitted in writing by 5PM EST on November 18, 2019. Questions must be submitted in writing to Ann Cannon, Purchasing Specialist, at acannon@savannahga.gov. The answers to all questions received will be published in addendum issued by the Purchasing Division. Vendors must acknowledge all addenda issued in conjunction with this event in order for their response to be considered.

1. Project Description

The City will pre-qualify vendors prior to accepting sealed bids. Only those vendors who meet the pre-qualification requirements shall be allowed to submit bids on this project. The City reserves the right to conduct further investigation of vendor responsibility prior to award.

2. Qualified Vendors

The following information will be used to determine if a vendor is qualified for the specific project under consideration. The City will review all submittals and determine the pre-qualification status of all respondents. A list of pre-qualified vendors will be prepared at the completion of this review and sent to all RFSQ respondents.

The City will pre-qualify dealerships prior to requesting pricing for any used vehicles. Only those dealerships who meet the pre-qualification requirements will be allowed to submit inventory that meets the criteria. The City will periodically purchase used vehicles up to 10 years old. The initial purchase will be for approximately six to eight vehicles. Dealerships qualified under the initial purchase may be solicited for future purchases throughout 2020 and 2021.

The pre-qualified dealership(s), upon request by the City's Fleet Services Department, will schedule a department visit to the dealer's site to show vehicles in their inventory available for purchase that meet specifications as listed below.

- 2.1 Vehicles up to 10 year old models, with mileage of less than 120,000.
- 2.2 All vehicle types, makes, and models will be considered.
- 2.3 Provide the vehicles serial number, make, model, year, mileage, and color.
- 2.4 Good mechanical condition.
- 2.5 Equipped with air conditioning.
- 2.6 Six month power train warranty.
- 2.7 The dealer will provide a written proposed selling price for selected vehicles in response to bid(s) following this RFSQ. Pricing should not be submitted with submission for this RFSQ.
- 2.8 City staff will test drive and complete a mechanical inspection of vehicles which best meet the City's needs. The City shall be the sole judge of the merits of any individual vehicle.
- 2.9 The award and subsequent purchase(s) will be made to the lowest pre-qualified bidder who has the vehicle(s) that best meets the requirements of the operating department.
- 2.10 The successful dealership is responsible for applying for all Georgia tags and titles. This

shall be considered in the vehicle's bid price.

- 2.11 No dealer advertising shall be on any vehicle.
- 2.12 Responses will be accepted from vehicle dealerships only. No responses from vehicle brokers will be considered.
- 2.13 In order to pre-qualify, the dealership must sign and submit the Qualifications Submittal Form certifying that the dealership is willing to meet the requirements set forth in this document.
- 2.14 In order for your submittal to be considered respondents must submit their statement of qualifications on the Statement of Qualifications page.

STATEMENT OF QUALIFICATIONS

ADDENDA ACKNOWLEDGEMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

CONTRACTOR: _____

SUBMITTED BY: _____

Signature of Corporate Officer or Principal

NAME & TITLE (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (_____) _____

AREA CODE

FAX: (_____) _____

AREA CODE

EMAIL: _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____