

WELLS COUNTY, INDIANA
REQUEST FOR PROPOSALS

for

Financing of a New Fire Truck

Dated:

Response Due:

March 1st, 2022, Noon
(applicable Eastern Time)

Mailing and Physical Delivery:
Wells County Commissioners
c/o Lisa McCormick, Wells County Auditor
102 West Market Street, Suite 205
Bluffton, IN 46714

REQUEST FOR PROPOSALS FOR FINANCING

Wells County, Indiana (the “Owner” or the “County”), is seeking to contract with a financial firm, bank, lending house, or any other established individual or corporation to provide financing for the purchase of a new firetruck. (Hereafter known as the “Project”). This Request for Proposals (the “RFP”) is solely to receive proposals from financing firms that will be utilized for the procurement of the new firetruck. The County has selected the fire truck that it wishes to finance already and now seeks financing options. Below are descriptions of the Project, selection criteria and submittal requirements for interested parties wishing to submit a Proposal (as hereinafter defined) for consideration by the County. This RFP hereby invites the submittal of a proposal (the “Proposal”) from persons or entities interested in providing financing services as set forth in this RFP for the Project (collectively, the “Services”). By submitting a Proposal, the Offeror (as hereinafter defined) represents that it has carefully read the terms and conditions of this RFP and all attachments and addenda and agrees to be bound by them. This RFP is not an offer to enter into a contract of any kind with the County, but merely a solicitation of persons or entities interested in submitting a Proposal to the County for the Services (each person or entity, an “Offeror”).

Section I – Project Description:

Project Scope:

- A. The Project is the procurement of a new firetruck which shall be utilized by the Ossian Fire Department (“OFD”). This firetruck will be obtained through financing. The firetruck has been already selected for purchase by the County. The County requests financing at the purchase price amount which is \$535,554.00.
- B. The contract will include a seven (7) year term, amortized annually, and include an option to purchase if lease financed.
- C. The County intends to formalize the financing by March 31, 2022.

Section II – Offeror Information

Offeror Identification:

- A. Name of Offeror
- B. Year Established
- C. Address
- D. Phone
- E. Website Address

Business Organization:

- A. Business structure: ___Individual ___Partnership ___Corporation.

- A. Governmental Entity Experience
 - a. List any relevant experience for local governmental entity financing for similar projects.
 - b. For each project listed above for experience, list the key people from the Offeror who were involved in the project and a main Offeror’s representative with contact information.

Section IV – Selection Process:

Selection Criteria:

- A. The County will evaluate Proposals based on the criteria listed below, which will be in accordance with Indiana Code, as amended, and all applicable federal, state, and local laws, as well as the Owner’s policies and procedures.
 - a. Governmental entity project experience
 - b. Experience with similar Indiana projects
 - c. General terms of financing such as interest rates, repayment terms, option to purchase, costs, etc.

Selection Schedule:

- A. The following is the selection process schedule (all times applicable Eastern Time):

County Commissioners action to approve the RFP	February 7, 2022
Public Notice (1 st) in paper	February 10, 2022
Firetruck Financing RFP available	February 10, 2022
Public Notice (2 nd) in paper	February 17, 2022
Proposals due	March 1, 2022 at 12:00 PM
Board Meeting (review proposals)	March 7, 2022 at 9:00 AM
County Commissioners Approval of CMC	March 7, 2022 at 9:00 AM

Section V - Submittal Format and Submission:

- A. Please submit one (1) electronic copy in PDF format and seven (7) hard copies in a sealed envelope or box labeled on the outside “RESPONSE TO 2022 New Fire Truck Financing RFP.”
- B. Hard copies shall not exceed 8 ½” x 11” and shall be bound.
- C. Please limit size of the response to the RFP to no more than thirty pages of information.
- D. Deadline -
 - a. Proposals must be received no later than Noon (applicable Eastern Time), March 1, 2022. Proposals shall be addressed to Ms. Lisa McCormick, Wells County Auditor, as the representative for the Owner, and if mailed, delivered to Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714, and if delivered in person, to Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714.
 - b. The County Commissioners will review and evaluate only those Proposals that the Owner and the County Commissioners, in their sole and complete discretion, determine to be submitted in compliance with the requirements set forth in this RFP and contain all of the

information required by this RFP. It is the Offeror's sole responsibility to ensure that the Proposal is delivered in compliance with all of the requirements set forth in this RFP and contains all of the information required by this RFP. If a Proposal is mailed, the post office or courier becomes the agent of the Offeror and not that of the Owner. DO NOT FAX OR EMAIL PROPOSALS. PROPOSALS RECEIVED VIA FAX OR EMAIL WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE OFFEROR WITHOUT CONSIDERATION BY THE OWNER OR THE EC. The County Commissioners reserve the right to reject for any reason and for no reason at all any and all Proposals received by the Owner and to be the sole judges of the value and merit of the Proposals submitted. The Owner reserves the right to terminate for any reason and for no reason at all the Project prior to executing the Contract. If such termination occurs, the Owner shall not be liable for any costs incurred by any of the Offerors with respect to any Proposal.

Section VI – Communications during RFP Process:

- A. Once the first public notice is published and until the completion of the procurement process, all questions and communications regarding this RFP and/or the Project must be addressed only to Mr. Michael Vanover, President of the Board of Commissioners of Wells County, Indiana, as representative of the Owner, as listed below c/o Lisa McCormick, Wells County Auditor. Only answers issued in writing by addendum will be considered by the Offeror's as valid responses by the Owner.

Name: Mr. Michael Vanover, President of the Board of
Commissioners of Wells County, Indiana

c/o, Lisa McCormick, Wells County Auditor

Email: auditor@wellscounty.org

Office Address: 102 W. Market Street, Suite 205, Bluffton, Indiana
46714

Phone: 260-824-6470

- B. Any Offeror who otherwise contacts any employee, agent or elected or appointed official of the Owner or any member during the selection process is subject to disqualification at the sole and complete discretion of the Owner. This foregoing restriction does not apply to the actual mailing or delivery in person of the Proposal to the care of Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714.

Section VII – Miscellaneous Provisions:

- A. The Owner reserves the right to terminate the RFP process for any reason, to be the sole judge of the Proposals submitted, to reject any and all Proposals, and to waive any informalities or irregularities in any of the Proposals.
- B. The Owner creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a Proposal. Neither this RFP nor any Proposal shall be construed as a legal offer.

- C. The Owner assumes no responsibility or liability for any expenses incurred by any Offeror in connection with the preparation or delivery of a Proposal, requested interview or any action related to the process of completing and submitting a Proposal to this RFP.
- D. All documentation and submittals provided to the Owner may be considered public documents under applicable laws and may be subject to disclosure. Offerors recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Offeror may suffer from the lawful disclosure of information or materials to third parties.
- E. Any materials requested to be treated as confidential documents, proprietary information, or trade secrets must be clearly identified and readily separable from the balance of the Proposal. Such designations will not necessarily be conclusive, and Offerors may be required to justify why such material should not, upon written request, be disclosed by the Owner under the applicable public records law. The Owner will endeavor to provide at least two (2) business days' notice of a public records request for material submitted pursuant to this RFP. Offerors must respond to the notice in writing with any objection to the production of the documents within two (2) business days of receipt of the notice. All costs incurred by Offerors associated with any public records request are the responsibility of the Offerors.
- F. Owner Rights and Procurement Conditions: Owner reserves without limitation, and may exercise at its sole and complete discretion, the following rights and conditions with regard to this Procurement process:
- a. To cancel the procurement process and reject any and all Proposals;
 - b. To waive any informality or irregularity;
 - c. To revise this RFP, any documents related to this RFP, any addendum to this RFP and the schedules via an addendum;
 - d. To reject any Offeror that submits an incomplete or inadequate Proposal or is not responsive to the requirements of this RFP;
 - e. To require confirmation of information furnished by an Offeror, require additional information from an Offeror concerning its Proposal and require additional evidence of qualifications to perform the work described in this RFP;
 - f. To provide clarifications or conduct discussions, at any time, with one or more Offerors;
 - g. To contact references who are not listed in the Proposal and investigate statements on the Proposal and/or qualification of the Offeror and any firms or individuals identified in the Proposal;
 - h. To consider alternative technical concepts and/or approaches identified by Offerors;
 - i. To take any action affecting the RFP process or the Project that is determined to be in the Owner's best interests;
 - j. To negotiate submitted fees with any Offeror.
- G. Offerors shall, if requested, provide a fully completed Financial Statement specific enough for the Board of Commissioners of Wells County, Indiana, to make a proper determination of the Offeror's capability for completing the Project, if awarded.

Attachments

- **Exhibit A:** Protest Procedure
- **Exhibit B:** Legal Notice

Exhibit A
Protest Procedures

The protest procedures applicable to the selection of the Offeror are as follows

- a. All protests will be directed to Mr. Michael Vanover, President of the Board of Commissioners of Wells County, Indiana, as representative for the Owner, for and on behalf of Wells County, Indiana.
- b. Any protest based on the form or content of the RFP and related documents, which is or should have been apparent prior to the date established for submittal of the Proposal, will not be considered if received by the person set forth above later than ten (10) calendar days prior to the specified submittal date.
- c. Protests based on any other circumstances must be received by the person noted above within five (5) business days from the date the Offeror was notified of any selection decision; however, in no event will a protest be considered if all Proposals are rejected or if the protest is received after award of the Contract.
- d. To be considered, a protest shall be in writing and shall include: (1) the name, street address, and email address of the aggrieved party; (2) the name of the Project; (3) a detailed description of the specific grounds for the protest and any supporting legal and/or factual documentation; and (4) the specific ruling or relief requested.
- e. In computing any period of time prescribed by this procedure, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included. Any document received after the close of regular business hours (8:00 a.m. to 4:30 p.m.) (applicable Eastern Time) shall be deemed received the following Business Day.
- f. By submitting a Proposal in response to this RFP, the Offeror acknowledges that it has reviewed and acquainted itself with the protest procedures herein and agrees to be bound by such procedures as a condition of submitting its Proposal.

Exhibit B
Legal Notice

Notice of
Request for Proposals for
Financing of a New Firetruck

Notice is hereby given that the Wells County, Indiana (the “Owner”), requests any corporation or individual (as defined in Indiana Code Section 5-32-2-5), which is interested in being considered by the Owner as the entity that will finance the purchase of a new firetruck for Wells County, Indiana all as described in more detail in the Request for Proposals for Financing of New Firetruck, dated as of February 8, 2022 (the “RFP”)(the “Project”), to submit a Verified Statement of Proposal to provide financing the Project.

Verified Statements of Proposals shall be received by the Owner until Noon, applicable Eastern Time on March 1, 2022, Attention: Wells County Commissioners, c/o Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714, and if delivered in person, c/o Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714. Each response to the RFP that the Owner and will determine to be a qualified response must be in accordance with the RFP and all the provisions of Indiana Code 5-32, as amended, and as applicable to the RFP process.

To obtain a copy of the RFP or any other available additional information regarding the Project, please contact Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714, phone: (260) 824-6470. e-mail: auditor@wellscounty.org

Unless otherwise specifically authorized in writing by Mr. Michael Vanover, Wells County Commissioner President, as of the date of this notice, all communication between any Offeror and the Owner and/or the EC or their respective agents shall be conducted through only Mr. Michael Vanover. Any Offeror who otherwise contacts any employee, agent or elected or appointed official of the Owner between the date of this notification and the award of the Contract is subject to disqualification at the sole and complete discretion of the Owner. The foregoing restriction does not apply to the actual mailing or delivery in person of the Proposal to the care of Ms. Lisa McCormick, Wells County Auditor, 102 West Market Street, Suite 205, Bluffton, Indiana 46714.

All responses to the RFP received by the date and time set forth above, which shall be determined solely by the Owner in its sole and complete discretion, will initially be reviewed by the EC for compliance with the RFP. The Owner will then evaluate all responses and make a recommendation to the Owner regarding which Offeror it believes in its sole and complete discretion provides the best value to the Owner with respect to the Project.

Each of the Owner and the EC reserves the right to reject for any reason and for no reason at all any and all responses received to the RFP and to be the sole judges of the value and merit of the responses offered. The Owner reserves the right to terminate for any reason and for no reason at all the Project prior to executing the Contract. If such termination occurs, the Owner shall not be liable for any costs incurred by any of the Offerors with respect to any response to this RFP.

Dated:

Wells County, Indiana

By: Lisa McCormick, Wells County Auditor

