



City of Lompoc

RFP No. 2835

Municipal Master Financing

November 15, 2016

Notice is hereby given that sealed Proposals will be received per the attached specifications, at the office of the Purchasing and Materials Manager, 1300 West Laurel Avenue, Lompoc, California, until 2:00 p.m. Pacific Standard Time on December 7, 2016 .

Proposals will not be publicly opened and read.

Proposals are accepted at and all questions and bids should be sent via

email to Ray Ambler at r_ambler@ci.lompoc.ca.us, by or

U.S. Mail to the Purchasing & Material Manager
1300 West Laurel Building 4A
Lompoc, CA 93436

Or fax to (805)735-7628.

The only authorized City contact will be the Purchasing Officer listed below or other contact through Purchasing Office Staff, from the original issue date until the contract is awarded. Interested bidders or their representatives are not allowed to communicate with City staff regarding this solicitation. If any bidder is found to be in violation of this provision, the City reserves the right to reject their bid.

Please immediately complete the Proposer Contact Information Sheet and fax to 805-735-7628 to be added to the list to receive all clarifications and addendums. **Late proposals will be not be considered but retained in file.**


Ray Ambler

Purchasing & Materials Manager



"Proposer Registration Sheet"

Immediately complete and fax this page to (805) 735-7628 to be added to the list to receive all clarifications and addendums. Please let us know if you are working on this solicitation.

Company Name

Signature of Authorized Representative

Name of Proposer

Name & Title (please print)

Street Address

E-Mail Address

City, State, Zip Code

Telephone Number

Date

Facsimile Number

Web Page Address

Scope of Services

The City of Lompoc is soliciting bids for the financing of equipment purchase, financial software, and building demolition. The terms and conditions of the financing are as follows:

Lessee: City of Lompoc, California

PROJECT: The City will use the proceeds to finance equipment purchases, financial software, and building demolition to be delivered between 2016 to 2018

PAYMENT FREQ: Semi-Annual in Arrears

SECURITY: The Lease is secured by a lien on the vehicles. The City will provide the winning bidder with a Certificate of Title for the vehicles as they are received. Copies of all invoices will be forwarded prior to funding, if available. If unavailable, invoices will be forwarded after funding for reimbursement to the City for costs incurred on the acquisition.

It is the winning bidder’s responsibility to incur any cost associated with establishing a position as lien holder with respect to the equipment.

FUNDING DATE RFP expected timeline *

- RFP issued by the City November 15, 2016
- Deadline for RFP questions (2:00 PM PST) November 22, 2016 22
- Answers to RFP questions available November 24, 2016 24
- Proposals Due (2:00 PM PST) December 9, 2016 9
- It is anticipated that the selection of a proposer can be completed by **January 17, 2017**

Proposed funding Term:

Financial Management System	5 years
Solid Waste collection vehicles	10 years
Solid Waste sweeper vehicle	7 years
Police Rescue vehicle	5 years
Pool Demo	10 years

FINANCIAL INFORMATION

The City’s annual budget documents, basic and comprehensive annual statements report for the most recent ten fiscal years ending June 30th are found on the City’s website:

<http://www.cityoflompoc.com/ManagementServices/finance/>

Other information

[http://www1.cityoflomdoc.com/ManagementServices/Finance/Basic Financial Statement 2015 .pdf](http://www1.cityoflomdoc.com/ManagementServices/Finance/Basic_Financial_Statement_2015.pdf) - City of Lomdoc's Financial Statements

<http://www.cityoflomdoc.com/ManagementServices/Finance/budget15-17/adopted.pdf>
City of Lomdoc's Budget Documents 2013-2015

Population <http://www1.cityoflomdoc.com/departments/comdev/pdf/citypopulation75-16.pdf>

Year	Population
1990	37,649
2010	43,079
2016	44.116

Lomdoc Top Employers

<http://www.cityoflomdoc.com/EconDev/topemployers.htm>

OFFICIAL PROPOSAL FORM
TAX-EXEMPT LEASE PURCHASE TRANSACTION
FOR CITY OF LOMPOC, CALIFORNIA
Complete and Return

For Fiscal Year 2017-19

1. Equipment funding list:

Solid Waste collection vehicles (2 side load)	650,000
Solid Waste sweeper vehicle	300,000
Police Rescue Vehicle	<u>350,000</u>

2. Financial Software description

Tyler Munis Core Financial Systems and System-wide Services to include financial, human resources, payroll, utility billing, business licenses and community development programs. To include the software, installation and conversion

Financial Management System	\$1,500,000
Financial software Collateral proposed:	City Civic Center

3. Pool Demolition description

On May 17, 2000, the City of Lompoc closed the Municipal Pool, located at Ocean Avenue and C Street, due to concerns regarding the structural integrity of the building.

Cost Estimate	:	\$750,000
Collateral proposed:		City Civic Center

4. Transaction total **\$3,550,000.**

- Structure: Semi-annual payments of principal and interest in arrears.
- Annual level debt service
- Funds are estimated to be required beginning in January, 2017.
- Proposers should provide their all-in cost of financing.
- This is a fixed rate bid that is good for the 45 days from the December, proposal due date to and including the timeline lease.

Specify the basis for the recalculation of the rate should the lease closing occur after 45 days

(Complete & return)

Deliverables:

Each submittal shall include requested information above and the following:

1. Amortization schedules for lease term for each finance item.
 - a. (7 yr. 10 and 15 yr. Options)
2. Interest Rate good for 45 days.
 - a. (7 yr. 10 and 15 yr. Options)
3. Escrow information and pre-payment options completely explained.
4. References of 5 municipal leases you have financed, with references listed and phone numbers.
5. List of proposers key contact personnel, and information about your firm, including years in business, etc.
6. Attach a detailed sequence of events included in the lease purchase process, from application to closing.
7. Amortization year period and Compound period
8. Bid packages should include the
 - a. borrowing rates for each group of vehicles, as well as
 - b. a copy of the standard documents,
 - c. Terms, and conditions that will apply if the bid is selected.
 - d. All fees and expenses must be identified.
 - e. Total amortization payments by component
9. Can you fund in the time line noted above February, 2017?

Complete and return

New Equipment Projects

Item Identifier	Description	Financing life total amortization from amortization schedule	Interest rate
04171 & 04172	Solid Waste collection vehicles \$650,000		
04173	Solid Waste sweeper vehicles 300,000		
12161	Police Rescue vehicle 350,000		
4	Financial Software description 1,500,000		
5	Pool Demolition description 750,000		

PROPOSAL SIGNATURE FORM
(Complete & return)

All information submitted by proposer, including signatures, must be original. Copies will not be accepted. The representations herein are made under penalty of perjury.

We hereby certify that:

- That this proposal was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- That this proposal is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- That we have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other proposer or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.

We hereby offer to sell the City of Lompoc the above material and/or service at the prices shown and under the terms and conditions printed hereon or attached or referenced.

(Please type or print)

COMPANY NAME
REPRESENTATIVE

SIGNATURE OF AUTHORIZED

ADDRESS

NAME AND TITLE (PLEASE PRINT)

CITY, STATE AND ZIP CODE

E - MAIL ADDRESS

PHONE NUMBER

WEB PAGE

FAX NUMBER

DATE

Ray Ambler, Purchasing & Materials Manager
1300 West Laurel Avenue
Lompoc, CA 93436
(805)875-8003 (805)735-7628 FAX

The sole point of contact in the City is the Procurement Officer. Questions regarding this solicitation must be directed **in writing** to the Procurement Officer.

1. An award is final only upon approval by the appropriate office of the City of Lompoc and execution on behalf of the City.
2. The City may amend this solicitation with an addendum to all registered proposers.
3. The City may cancel this solicitation, OR reject all proposals when this is determined to be in the City's best interests.
4. The City may accept or reject all proposals, in whole or in part, and waive or permit cure of minor irregularities.
5. All proposals should be submitted upon the attached forms, completed and signed.
6. Submission of a signed proposal means the proposer has agreed to all conditions, instructions, descriptions and specifications contained herein.
7. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the City.
8. All time limits stated are of the essence and must be complied with. Any proposals received after closing time stipulated will be returned unopened.
9. LAWS GOVERNING CONTRACT: The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara, California is the only appropriate forum for any litigation.
10. ATTORNEY'S FEES In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.
11. ENTIRE AGREEMENT: Any Agreement resulting from this RFP will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:
 - A) Purchase Order
 - B) CITY's Request for Proposals
 - C) Attachment A
 - D) CONTRACTOR's Proposal

DEVIATIONS:
Complete and Return

() No deviations () deviations listed below

Bidders shall note any and all exceptions in space provided. Failure to note said exceptions shall be interpreted to mean that the bidder will perform in the manner described and/or specified in this solicitation.
