

**CITY OF WEST LAFAYETTE, INDIANA
REQUEST FOR PROPOSAL
EQUIPMENT LEASE/PURCHASE FINANCING**

The City of West Lafayette, Indiana seeks to facilitate the acquisition of equipment which is essential to the operation of the City and its departments. The City has selected the use of a lease/purchase arrangement to provide the most economical means of acquiring the equipment and to reduce the City's dependence on other methods of equipment financing. The City intends to acquire the equipment through a lease/purchase agreement entered into with a qualified financial institution.

Proposals will be accepted by the Clerk-Treasurer, City of West Lafayette, 609 West Navajo Street, West Lafayette, Indiana 47906 up to 8:30 a.m. local time on August 31, 2009, for the lease/purchase financing of the following described equipment, in accordance with the terms and conditions as specified. Proposals should be marked "Lease/Purchase Financing." Respondents have the option of submitting PART III provided on page 3 by fax or email to the Clerk-Treasurer's office by the proposal deadline. However, **THE REQUIRED NON-COLLUSION AFFIDAVIT WITH ORIGINAL SIGNATURES AND ORIGINAL NOTARY SEAL OR STAMP MUST BE DELIVERED TO THE CLERK-TREASURER'S OFFICE BY THE PROPOSAL DEADLINE. NO FAX OR ELECTRONIC SUBMISSION OF THE NON-COLLUSION AFFIDAVIT IS ACCEPTABLE.**

I. General Information

1. Term of the Agreement

The term of the lease/purchase agreement for new equipment shall be for three (3) years, with the first payment due on March 15, 2010 and subsequent payments made semiannually.

The closing date of the transaction shall be September 14, 2009. An escrow account shall be established for payments in October 2009 and January 2010. Delivery of the hook hoist truck and the Ford F-150 truck is estimated the last week in October 2009. Delivery of the Police squad cars is estimated at the last week in January 2010.

2. Equipment Description

Vehicle	Model	Quantity and Unit Cost	Total Cost
Police squad cars	2010 Dodge Charger	5 @ \$20,071.00	\$100,355.00
Police pick up truck	2010 Ford F-150	1 @ \$22,301.00	\$ 22,301.00
Hook hoist truck	2010 International	1 @ \$131,682.00	\$131,682.00
		TOTAL	\$254,338.00

3. Legal Opinion

The only legal opinion to be provided by the City regarding the agreement will be a standard one as to due authorization and enforceability, with the standard caveats, rendered by the West Lafayette City Attorney.

4. Debt

The annual report of debt to the Indiana Department of Local Government Finance is available on the City web site at www.westlafayette.in.gov/departments/clerk at [West Lafayette Financial Report](#) link.

5. Financial Statements

Audited Financial Statements for the City of West Lafayette for years 2005 to 2007 are available on the City web site at www.westlafayette.in.gov/departments/clerk at [West Lafayette Financial Report](#) link. Cash basis reports (unaudited) for the year ended 2008 and the year-to-date 2009 are available upon request.

6. Bank Eligibility

The agreement will be designated as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

7. Additional Information

For additional information regarding this request for proposal, please contact:

Judith C. Rhodes, Clerk-Treasurer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906
Phone (765) 775-5150 Fax (765) 775-5159
Email: clerk@westlafayette.in.gov

II. Specific Information Regarding the Bid

1. Conditions of Award

The City intends to award a contract to the bidder whose proposal is most advantageous to the City with respect to cost and conformity to the specifications presented. The City reserves the right, however, to reject any and all proposals received and also to waive any irregularity or informality if it is deemed to be advantageous to do so. The City reserves the right to negotiate with the lowest bidder, with respect to terms of the Agreement.

The City will evaluate the proposals on the following criteria:

1. The lowest financing costs.
2. Compliance with the specifications of the Request For Proposals.

2. Non-Appropriation Clause

Any other provisions of this Agreement to the contrary notwithstanding, the Agreement shall not constitute a debt of the City under the Laws of the State of Indiana. Failure of the City Council to appropriate funds in any year for payment in full of the payments required by the Agreement or any other provision of the Agreement during such year shall terminate the Agreement and render the Agreement null and void without any further liability on the part of the City of any kind whatsoever, except for its obligation to maintain the property described in the Agreement and to surrender possession of the same to the bidder.

3. Lease/Purchase Agreement

A written Lease/Purchase Agreement between the City of West Lafayette and the successful respondent will be required.

4. Pre-Payment

The City shall have the right to buy out the equipment contract at the end of each fiscal year at a predetermined amount. This amount should be stated on the lease payment schedule.

5. Vendor Payment

The successful respondent will be required to make direct vendor payment. Payments to each vendor will be following delivery and acceptance of the equipment by the City.

III. Proposal Submission Format

**City of West Lafayette, Indiana
Equipment Lease/Purchase Bid
Equipment Cost: \$254,338**

1. Effective Interest Rate _____% (annual Basis)

2. Semiannual Payment \$_____

Please calculate the semiannual payment based on the estimated equipment price of \$254,338.00. This calculation should be structured assuming six equal payments for the new equipment with the first payment due March 15, 2010.

3. Pre-Payment Option

Please state your pre-payment option. Specify the buy-out amounts required under the option and the dates upon which the option buy-outs are available. Please base your option on the assumption of an original equipment cost of \$254,338.00.

4. Lease Payment Schedule

Please attach your proposed lease payment schedule, in substantially the following form. Please note payoff amount at time points when this is available.

Lease Payment Schedule

Payment Date	Principal Paid	Interest Paid	Principal Balance	Accrued Interest	Accrued Interest Balance	Net Balance	Payoff Amount (If Available)
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5. Escrow Account Fee

Please state the fees associated with the escrow account and earnings rate if any associated with the escrow account available to offset fees.

6. Non-Collusion Affidavit

Please include an executed non-collusion affidavit on the attached form, page 5.

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the price bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

He further says that no person or persons, firms or corporation, has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the forgoing facts and information are true and correct to the best of my knowledge and belief.

Dated at _____ this _____ day of _____, 2009.

(Name of Organization)

By _____

(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

_____ being duly sworn, deposes and says that he is
_____ of the above _____
(Title) (Name of Organization)

and that the statements containing in the forgoing bid and affidavit are true and correct.

Subscribed and worn before me this _____ day of _____, 2009.

Notary Public

My Commission Expires: _____

County of Residence: _____

REQUEST FOR PROPOSALS
EQUIPMENT LEASE/PURCHASE FINANCING

The City of West Lafayette is requesting proposals for lease/purchase financing of seven police squad cars for a total cost of \$254,338.00. Proposals will be accepted at the Office of the Clerk-Treasurer, 609 W. Navajo St., West Lafayette, IN 47906 until 8:30 a.m. local time on August 31, 2009. After said time, all proposals will be taken to the City Hall Lower Level Conference Room and there will be publicly opened and read aloud. Specifications and proposal forms can be obtained from the City's website, www.westlafayette.in.us; or at the Office of the Clerk-Treasurer, phone (765) 775-5150, or email, clerk@westlafayette.in.gov.

Judith C. Rhodes
Clerk-Treasurer

Advertise: August 12, 2009 and August 19, 2009