

**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 June 14, 2010. After said time, all proposals will be taken to the City Hall Council Chambers and there will be publicly opened and read aloud.

Please be aware that City Hall business hours are 8:00 a.m. to 4:30 p.m., Monday thru Friday. Submissions by USPS mail and delivery service for Monday morning delivery generally do not reach City Hall by the 8:30 a.m. deadline so it is best to plan on a Friday delivery. In order to ensure timely delivery, respondents may utilize the option of submitting an electronic copy of the proposal by email to: clerktreasurer@westlafayette.in.gov. Respondents may also submit a copy of the proposal by fax to: (765) 775-5159. FOR PROPOSALS WHICH ARE SUBMITTED BY EMAIL OR FAX, AN ORIGINAL EXECUTED NON-COLLUSION AFFIDAVIT (PAGE 5) WITH ORIGINAL SIGNATURES AND ORIGINAL NOTARY SEAL/STAMP MUST BE DELIVERED TO THE CLERK-TREASURER'S OFFICE BY THE CLOSE OF BUSINESS ON JUNE 14, 2010, FOR ANY ELECTRONIC OR FAX SUBMISSION TO BE CONSIDERED IN MAKING THE AWARD.

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 December 21, 2010, and subsequent payments made semiannually.

The closing date of the transaction shall be June 28, 2010. An escrow account will be necessary to accommodate payments on equipment and vehicles upon delivery. The latest delivery is expected to be for the sanitation/recycling truck in October 2010.

2. Equipment Description

<u>Item</u>	<u>Model</u>	<u>Price</u>	<u>Trade-in</u>	<u>Amount Financed</u>
2010 Ford Ranger Pickup	2WD SuperCab 126" XL	\$ 14,165.50	(\$ 3,500.00)	\$ 10,665.50
2010 Ford Escape SUV	FWD 4dr XLS	\$ 17,550.44		\$ 17,550.44
2010 Ford Escape SUV	FWD 4dr XLS	\$ 17,550.44	(\$ 3,000.00)	\$ 14,550.44
2010 Ford Escape SUV	FWD 4dr XLS	\$ 17,550.44	(\$ 4,000.00)	\$ 13,550.44
2010 Ford Escape SUV	4WD 4dr XLS	\$ 18,402.44		\$ 18,402.44
2010 Ford F-159 Pickup	2WD Reg Cab 145" XL	\$ 16,242.25	(\$ 3,230.00)	\$ 13,012.50
Sanitation/recycling truck	2010 Kann 2340 dual side-loader	\$157,900.00	(\$ 2,900.00)	\$155,000.00
HP DesignJet scanner/ plotter w/ extended warranty	T1120 SD-MFP	\$ 19,370.00		\$ 19,370.00
JWC Environmental Macho Monster D1 grinder	Model 4002-0018	\$ 49,032.00		\$ 49,032.00

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 FY2009 Annual Debt Report to the Indiana Department of Local Government Finance is available on the City web site at www.westlafayette.in.gov under City Officials, Clerk-Treasurer-Judith C. Rhodes, Financial Reports link.

5. Financial Statements

Audited Financial Statements for the City of West Lafayette for years 2005 to 2008, and a cash basis report (unaudited) for the year ended 2009 are available on the City web site at www.westlafayette.in.gov under City Officials, Clerk-Treasurer-Judith C. Rhodes, Financial Reports link. Cash basis reports (unaudited) for year-to-date 2010 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. 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: \$311,133.51**

1. Effective Interest Rate _____% (annual Basis)

2. Semiannual Payment \$_____

Please calculate the semiannual payment based on the estimated equipment price of \$311,133.51. This calculation should be structured assuming six payments for the new equipment with the first payment due December 21, 2010.

3. Lease Payment Schedule

Please attach your proposed lease payment schedule, in substantially the following form.

Lease Payment Schedule

Payment Date	Payment Amount	Principal Paid	Interest Paid	Principal Balance
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4. 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.

5. Non-Collusion Affidavit

Please include an executed non-collusion affidavit, which follows on page 5. FOR PROPOSALS WHICH ARE SUBMITTED BY EMAIL OR FAX, AN ORIGINAL EXECUTED NON-COLLUSION AFFIDAVIT (PAGE 5) WITH ORIGINAL SGNATURES AND ORIGINAL NOTARY SEAL/STAMP MUST BE DELIVERED TO THE CLERK-TREASURER’S OFFICE BY THE CLOSE OF BUSINESS ON JUNE 14, 2010, FOR ANY ELECTRONIC OR FAX SUBMISSION TO BE CONSIDERED IN MAKING THE AWARD.

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REQUEST FOR PROPOSALS
EQUIPMENT LEASE/PURCHASE FINANCING

The City of West Lafayette is requesting proposals for lease/purchase financing of six vehicles, one sanitation/recycling truck, one grinder, and one large format scanner/plotter for a total cost of \$311,133.51. 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 June 14, 2010. After said time, all proposals will be taken to the City Hall Council Chambers and there will be publicly opened and read aloud. Specifications and proposal forms can be obtained from the City's website, www.westlafayette.in.gov; or at the Office of the Clerk-Treasurer, phone (765) 775-5150, or email to clerk@westlafayette.in.gov.

Judith C. Rhodes
Clerk-Treasurer

Advertise: May 27, 2010 and June 3, 2010