

**CITY OF MISSION
SOLICITATION, OFFER AND AWARD FORM**

**SOLICITATION INFORMATION
REQUEST FOR PROPOSALS (RFP)**

1. PROPOSAL NO.: 19-139-02-22
2. ISSUE DATE:- February 1, 2019
3. FOR INFORMATION CONTACT: (No collect calls)
NAME: Crissy Cantu, Buyer
TELEPHONE: (956) 580-8667 **FAX:** (956) 580-8798
E-MAIL: ccantu@missiontexas.us

4. BRIEF DESCRIPTION:

Lease of City Fleet Vehicles

5. PRE-PROPOSAL CONFERENCE:
(Strongly Recommended)
****** There WILL be a conference. ******
LOCATION: City of Mission
1201 E. 8th Street
Mission, TX 78572
DATE: February 08, 2019
TIME: 10:00 AM CST

6. ADVERTISING DATES:
1st Week of Advertisement Date: __02__/_01__/_19__
2nd Week of Advertisement Date: __02__/_08__/_19__

7. SUBMIT OFFER TO:
Mailing/Hand/Commercial Courier Delivery

City of Mission
Purchasing Department
1201 E. 8th Street R101
Mission, TX 78572
Proposal # 19-139-02-22

8. OFFER SUBMISSION DUE DATE AND TIME:
DATE: February 22, 2019
TIME: 2:00 PM CST

9. No Facsimiles or late arrivals will be accepted. Any proposals received after offer submission due date and time will not be opened and will be returned. City of Mission Purchasing Department time stamp clock will be the governing time for acceptability of bids. Overnight mail must also be properly labeled on the outside of the express envelope or package in reference to RFP.

10. SUBMIT WITH OFFER: Original offer and 5 photocopies including documents and attachments so indicated on Page 2 of this form.

11. Offers submitted in response to an RFB will be opened publicly by The City of Mission Purchasing Department, immediately after the submission due date and time. Offers submitted in response to an RFP will NOT be publicly opened.

12. FIRM OFFER PERIOD: Offers submitted shall remain firm for a period of 60 calendar days from the final due date for proposals.

13. NOTE: For Invitation for Bids, "offer" and "offeror" mean "bid" and "bidder".

OFFER
(To be completed by Offeror)

14. In compliance with the above, the undersigned agrees, if this offer is accepted within the period specified in Block 12, above, to furnish any or all items, or provide the service(s), upon which prices are offered in the Schedule at the price set opposite each item or service, and to deliver the item(s) and or perform the service(s) at the designated location(s) within the time specified.

15. PROPOSERS NAME, ADDRESS: (Type or Print)

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN THE OFFER: (Type or Print)

TELEPHONE: **E-MAIL:**
CELL PHONE: **FAX:**

17. PROPOSERS SIGNATURE & DATE:

AWARD
(To be completed by City of Mission)

18. TOTAL AMOUNT OF AWARD:

19. DIRECTOR OF PURCHASING SIGNATURE & DATE OF AWARD:

Name: _____ Signature: _____ Date: ____/____/____

SOLICITATION INDEX

20. CONTENTS: (DOCUMENTS WITH A YES ARE TO BE SUBMITTED WITH OFFER)

	NAME	FORM DESCRIPTION	SUBMIT WITH OFFER?
●	Cover Sheet	Solicitation, Offer and Award Form (Complete in its entirety to include Sign and Date)	YES
●	Instructions to Proposers	General Terms & Conditions	YES
		Technical Proposal	YES
		Price Proposal	YES
		Insurance Certificate	NO
●	Scope of Service	Description of Lease of City Fleet Vehicles	YES
●	Non-Collusive Bidding Certificate	Vendor Acknowledgement Form	YES
●	Price Proposal	Signed and Completed (Proposers own Format)	YES
●	Addenda Checklist	Confirmation Receipt of Addendum(s)	YES
●	Proposer's General Questionnaire	General Questions (Supporting Documentations)	YES
●	CIQ Questionnaire	Conflict of Interest Questionnaire	YES

21. ACKNOWLEDGMENT OF ADDENDUMS:

Offeror acknowledges receipt of the following addendum(s) to the solicitation:

(Identify addendum number and date of each.)

ADDENDUMS #	DATE	ADDENDUMS #	DATE

*****Firm name and authorized signature must appear on each page that calls For this information. Failure to do so may disqualify your Proposal *****

City of Mission
Instructions to Proposer – General Terms & Conditions
Proposal Name/No.: Lease of City Fleet Vehicles / 19-139-02-22

Please read your specifications thoroughly and be sure that the offered complies with all requirements. If you are the successful Proposer, it will be required that **“Lease of City Fleet Vehicles”** be provided as specified and/or agreed upon by the City. The City of Mission is currently in need of replacing all of its motor **vehicle fleet** and some **specialized heavy equipment** and is seeking alternative ways of procuring. Methods under consideration include **multi-year open or closed end leasing, or a combination thereof**.

- (1) Sealed Proposals will be received for **“Lease of City Fleet Vehicles”** in accordance with the scope or service attached hereto.
- (2) **One (1) original and five (5) copies** of RFP **must** be submitted in separate sealed packages **with vendor’s name and return address clearly typed/printed on upper left hand corner and proper notation clearly type/printed on the lower left hand corner “Request for Proposals” – “Lease of City Fleet Vehicles- Proposal No. 19-139-02-22”** and delivered to City of Mission Purchasing Department, 1201 East 8th Street, Mission, Texas 78572 **on or before 2:00 p.m., Friday, February 22 , 2019.**

- a) **No Facsimiles or late arrivals will be accepted. Any RFP received after that time will not be opened and will be returned. Overnight mail must also be properly labeled on the outside of express envelope or package in reference to RFP.**
- b) The technical proposal package shall be labeled **“Technical Proposal – Lease of City Fleet Vehicles”** and the price proposal envelope shall be labeled **“Price Proposal – Lease of City Fleet Vehicles”** and addressed to the purchasing department.

(3) **Pre-proposal Conference**

A Pre-proposal Conference shall be held at the date and time and place as indicated above. All prospective proposers are encouraged to attend.

(4) **Authorized Signature and Firm Period**

- a) Proposals must give full firm name and address of offeror, and be manually signed. Failure to do so will disqualify your Proposal. Person signing Proposal must show title or **CITY TO BIND HIS FIRM IN A CONTRACT.** *Firm name and authorized signature must appear on each page that calls for this information.*
- b) Proposals shall remain firm for a period of sixty (60) calendar days from the date of submission. If a Best and Final Offer has been requested of the Offeror/Proposer, the Proposal shall remain valid for a period of up to sixty (60) additional days from the date of submission of the Best and Final Offer.

(5) **Cost Incurred in Responding**

All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a Proposals which may be required by the City shall be the sole responsibility of and shall be borne by the participating Proposers.

(6) **Proprietary Information**

- a) If a Proposer does not desire proprietary information in the Proposal to be disclosed, it is required to identify all proprietary information in the Proposal. This identification will be done by individually marking each page with the words "Proprietary Information" on which such proprietary information is found. If the Proposer fails to identify proprietary information, it agrees that by submission of its Proposal that those sections shall be deemed non-proprietary and made available upon public request.
- b) Proposers are advised that the City, to the extent permitted by law, will protect the confidentiality of their Proposals. Proposer shall consider the implications of the Texas Public Information Act, particularly after the RFP process has ceased and the Contract has been awarded. While there are provisions in the Texas Public Information Act to protect proprietary information, where the Proposer can meet certain evidentiary standards, please be advised that a determination on whether those standards have been met will not be decided by the City of Mission, but by the

Office of the Attorney General of the State of Texas. In the event a request for public information is made, the City will notify the Proposer, who may then request an opinion from the Attorney General pursuant to 552.305, Texas Government Code.

(7) Interest of Public Officials

The offeror represents and warrants that no employee, official, or member of the Council (Executive Committee) of the City is or will be benefit directly or indirectly as a result of this contract.

(8) Covenant Against Gratuities

The offeror represents as part of its offer that neither it nor any of its employees, representatives or agents have offered or given gratuities (in the form of entertainment, gifts or otherwise) to any director, officer or employee of the City with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performing of the contract.

(9) Unauthorized Communication

After release of this solicitation, Respondents' contact regarding this RFP with members of the RFP evaluation, interview or selection panels, employees of the City or officials of the City other than the Purchasing Director, or as otherwise indicated is prohibited and may result in disqualification from this procurement process. **No officer, employee, agent or representative of the Respondent shall have any contact or discussion, verbal or written, with any members of the City Council, members of the RFP evaluation, interview, or selection panels, City staff or City's Contractors, or directly or indirectly through others, seek to influence any City Council member, City staff, or City's Contractors regarding any matters pertaining to this solicitation, except as herein provided.** If a representative of any Respondent violates the foregoing prohibition by contacting any of the above listed parties with who contact is not authorized, such contact may result in the Respondent being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding with regard to this RFP.

(10) Award of Contract

- a) It is understood that the City reserves the right to accept or reject any and all Proposals and to re-solicit for Proposals, as it shall deem to be in the best interests of the City of Mission. Receipt and consideration of any Proposals shall under no circumstances obligate the City of Mission to accept any Proposals. If an award of contract is made, it shall be made to the responsible Proposer whose Proposal is determined to be the best evaluated offer taking into consideration the relative importance of the evaluation factors set forth in the RFP.

b) Potential Multiple Awards

Offerors may provide a price proposal for **city vehicles** and/or **specialized heavy equipment**. Award of contract shall be made on an item-by-item basis. As such, multiple contract awards may be made.

- c) **Contract award under this solicitation is for a five (5) year term with one year renewal option not to exceed six (6) years.** Multiple contract awards may be made.

(11) Request for Clarification and/or Modifications

- a) The Request for Proposal documents (which will ultimately form the Contract) can only be modified via an addendum. The deadline to submit requests for clarifications and/or questions is by the fifth (5) calendar day before the due date for proposals. Any explanation, clarification, or interpretation desired by a Proposer regarding any part of this RFP must be requested from Crissy Cantu, Buyer via fax number (956)580-8791 or email ccantu@missiontexas.us. Any explanation desired by a proposer regarding the meaning or interpretation of the solicitation, drawings, specifications, etc., must be requested in writing from the City's authorized representative. Emails and Faxes must clearly identify the RFP Number and Title. City of Mission assumes no responsibility for delayed or lost responses. Proposers should contact the Director if they believe a response is missing or lost.
- b) If the City, in its sole discretion, determines that a clarification is required, such clarification shall be issued in writing. Interpretations, corrections or changes to the RFP made in any other manner other than writing are not binding upon the City, and Proposers shall not rely upon such interpretations, corrections or changes. Oral explanations or instructions given before the award of the Contract are not binding.

- c) Any interpretations, corrections or changes to this RFP will be made by addendum. Sole issuing authority of addenda shall be vested in the City of Mission Purchasing Department. Proposers shall acknowledge receipt of all addendums within the responses.
- d) Oral explanations or instructions given before the award of any contract, at any pre-Proposal conferences or otherwise, will not be binding on the City. Any information given to a Proposer concerning an interpretation of the solicitation will be furnished to all Proposer as an addendum to the solicitation, if such information is necessary to Proposer in submitting Proposals on the solicitation or if the lack of such information would be prejudicial to uninformed Proposer.

(12) Acknowledgment of Addendums to Request for Proposals

- (a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- (b) Proposer shall acknowledge receipt of any addendums to this solicitation: (1) by signing and returning the addendums; or (2) by identifying the addendums number and date in the space provided for this purpose on the Proposal form; or (3) by letter. The City must receive the acknowledgment by the time and at the place specified for receipt of Proposals.

(13) Preparation of Proposals

- (a) Proposer are expected to examine the Pricing Schedule, General Terms & Conditions, all drawings, specifications, the statement of work, and all other provisions of, and attachments to, the solicitation, whether incorporated by reference or otherwise, prior to the submission of Proposals. Failure to do so will be at the Proposer's risk.
- (b) Each Proposer shall furnish the information required by the solicitation. Proposals shall be submitted on the Proposal form contained in the solicitation. Proposer shall sign and print or type their name on the Proposal form and each continuation sheet on which they make an entry. Erasures or other changes must be initialed by the person signing the Proposal. Proposals signed by an agent of the Proposer (other than an officer or a partner of the Proposer) are to be accompanied by evidence of the agent's City (unless such evidence has been previously furnished to the City).
- (c) All blanks on the Proposal form shall be filled in by typewriter or printed in ink with a firm fixed unit price for items Proposal. Unit prices shall include packing unless otherwise specified. In case of any discrepancy between a unit price and any extended or total price required by the Proposal form, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.
- (d) Proposals for property or services other than those specified in the Schedule will not be considered unless specifically authorized in the solicitation. Any condition, qualification, or limitation of the Proposal may be a basis for rejection of the Proposal as nonresponsive.
- (e) The Proposer must state a definite time for delivery of property or for performance of services unless otherwise specified in the solicitation. All measurements shall be in the system of weights and measures in common usage in the United States, and pricing shall be in U.S. dollars.

(14) Completion of Responses

- a) Information presented in the Proposals will be used to evaluate the qualifications of the Proposer(s) and to determine the Proposer(s) which will be selected to provide fleet services to the City.
- b) Responses shall be completed in accordance with the requirements of this RFP. Statements made by a Proposer shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding
- c) Proposals shall be limited to a maximum of thirty (30) 8-1/2" X 11" pages (one side only and including cover letter) using a font size no smaller than 11 point and one inch margins. Maximum number of pages excludes the required documents, as per solicitation index.

(15) Withdrawal of Proposals

A representative of the company may withdraw a Proposal at any time prior to the RFP submission deadline, upon presentation of acceptable identification as a representative of such company.

(16) Evaluation and Selection of Proposals:

General:

- a) **Evaluation.** City of Mission's Evaluation Committee will evaluate proposals found to be responsive and responsible.
- b) **Separate Packages.** Proposers are required to respond to this RFP with two separate packages: a technical proposal and a price proposal for either fleet vehicles or for specialized heavy equipment. City of Mission's Evaluation Committee will evaluate the technical proposals and determine which are technically acceptable.
- c) **Responsiveness.** In order for a Proposer to be eligible to be awarded the Contract, the Proposal must be responsive to the Request for Proposal, and City of Mission must be able to determine that the proposer is responsible to perform the Contract satisfactorily. Responsive Proposals are those complying in all material aspects of the solicitation. Proposals which do not comply with all the terms and conditions of this solicitation may be rejected as nonresponsive. A Proposer may, at any time after the submission of the Proposal, be requested to submit further written evidence verifying that the firm(s) meets the criteria necessary to be determined a responsible Proposer. Refusal to provide requested information may result in the Proposer being declared nonresponsive, and the Proposal may be rejected.
- d) **Organization of Proposal Materials.** To enhance the comparability and facilitate evaluation, all proposals must be organized addressing each of the evaluation criteria as set forth in the section entitled "Evaluation Criteria." **The Evaluation Committee may reject proposals if found to be in an unorganized manner.** An Evaluation Committee will evaluate all proposals submitted for this project.

(17) Adjective Scoring Ratings

Each criterion will be rated using the **Adjectival Scoring Method** as follows:

Definition of Adjective Rankings:

Outstanding	Satisfies all of the agency's requirements, with extensive detail indicating a feasible approach & a thorough understanding of the project. The proposal has numerous significant strengths that are not offset by weaknesses. Meets or exceeds specified performance or capability evaluation standards required under the technical provisions in a beneficial way to the City of Mission. The proposal has an overall low degree of risk.
Good	Satisfies all of the City's requirements, with adequate detail of a feasible approach & an understanding of the project. The proposal has some significant strengths or numerous minor strengths that are not offset by weaknesses. The proposal has an overall low to moderate degree of risk.
Acceptable:	Proposal satisfies all of the City's requirements, with minimal detail indicating a feasible approach and a minimal understanding of the project. The proposal has an overall moderate to high degree of risk.
Marginal	Proposal satisfies all of the City's requirements, with minimal detail indicating a feasible approach and a minimal understanding of the project. The proposal has an overall high degree of risk.
Unacceptable:	Proposal contains at least one major error, omission, or deficiency that indicates a lack of understanding of the project. The approach cannot be expected to meet requirements or involves a very high risk. None of these conditions can be corrected without a major rewrite or proposal revision. Fails to meet an acceptable evaluation standard and the deficiency is uncorrectable. Firm lacks essential information to support a proposal.

A rating of —Acceptable is required to be eligible for award consideration. Offeror is cautioned to be aware of this standard when preparing your Proposal.

(18) Definitions for Technical Evaluation

- Clarifications:** Communications with an offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal. Unlike discussions, clarifications do not give the offeror an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistake results in revisions.
- Discussions:** Oral or written communications including negotiations between the Authority and an offeror (other than clarifications) that; involves information essential for determining the acceptability of the proposal or to cure identified defects in the proposal.
- Deficiencies:** Defects in the proposal which preclude acceptance. Involves any part of the Offeror's proposal which would not satisfy the City's minimum requirements established in the solicitation. Included failures to meet specifications, submit information, or questionable technical or management approaches. Items disclosed during discussions, evaluated in two categories: material-basis for rejection because further discussions would be meaningless; curable –may be corrected by clarifications or discussions and brought into the competitive range.
- Weakness:** Includes ambiguities, lack of complete descriptions, errors in interpretation, omissions of essential information, inadequate information, all of which are considered curable in discussions. An excessive number of clarifications may in itself constitute a weakness.
- Strengths:** Elements of the proposal that meet or exceed the minimum requirements of the solicitation and provide an identified benefit to the City.

(19) Evaluation of Proposals

The City of Mission **representatives** will review and evaluate Proposals using the **Adjectival Scoring Method**. The evaluation of Proposals shall be based on criteria described below. All Proposals will be evaluated as a whole, and the City of Mission may invite one or more of the Respondents to attend a formal interview, if necessary. The interview will allow the invited Respondent(s) to further discuss the proposals with the City, and to respond to questions from the City. It is the intent of the City of Mission via this Request for Proposals (RFP) to identify the most qualified firm to engage in open and honest dialogue with Top Proposer(s) giving proposer(s) the opportunity to adapt their initial offering and/or giving the City the opportunity to modify its initial requirements in order to reach a mutually beneficial partnership.

(20) Method of Selection

Proposals will be reviewed and evaluated by an evaluation team for the purpose of making a selection, request the submission of supplemental information, or require firms to make formal presentations before the selection committee for possible interviews. The purpose of the interviews will be to identify and recommend an individual or firm offering, in total, the best value and experience with this type of procurement. The evaluation team will forward evaluation results to City Council for consideration to engage firm(s) in negotiations. The proposals will be evaluated on various criteria including but not limited to the following:

(21) Technical Evaluation Criteria

Part I of the Contract's proposal will present the technical elements of the proposal and must consist of the following sections:

a) Corporate Overview, Organization and Staffing

This section of the proposal will present an overview of the Proposer's organization and will include the company name; address; phone and fax numbers; firm history; appropriate company's state, and federal registration number; name title, address, and phone number of the firm's representative for the proposal.

b) Understanding, approach, and responsiveness

The main objective of this Request for Proposals is to continue to improve the efficiency of the City's fleet and to reduce overall fleet related costs. The Proposer should clearly outline its methodology and approach to achieve these goals as an integral part of this section.

This section of the proposal will consist of a statement of understanding concerning the objectives of the proposed relationship. It should further explain how best to accomplish the objectives. It also will present a detailed

description of the Proposer's proposed approach to providing the lease of city fleet or specialized heavy equipment specified in this RFP. This section will describe the services to be provided, who will provide the services, how the services will be provided, and the management systems used to support provision of services and accomplishment of performance objectives and standards.

Technology for Supporting the Program:

- a) Electronic on-line catalog, order entry use by and suitability for the entity's needs
- b) Quality of vendor's on-line resources.
- c) Specifications and features offered by respondent's products and/or services

c) Qualifications and Experience with a fleet of 400+ units

In this section of the proposal, the offeror will describe its record of accomplishment in performing lease services comparable to those specified in this RFP, and other information relevant to making a determination as to the ability of the offeror to deliver such a high volume of vehicles or specialized heavy equipment. The offeror will describe its experience and management with the full range of vehicles in the City's fleet or specialized heavy equipment.

This section will include a list of all work of this nature the offeror has performed within the past five (5) years. This list will include the name of each client, a client contact and telephone number, the size and composition of the client's fleet, the scope of services provided, effective dates of the contract(s) with this client, and the annual contract cost.

d) Exceptions, Innovations, and Fleet Program Improvements

This section of the proposal provides the Proposer the opportunity to suggest alternatives to the scope of services and conditions set forth in this RFP which, in the Proposer's judgment, will further advance accomplishment of the City's fleet objectives. In addition, the offeror must state in this section whether it takes exception to any provision set forth in this RFP.

The City prefers to receive technical proposals that are inclusive of all provisions set forth in this RFP but would like for proposer to define alternatives in terms of changes in the technical and price proposals that will enable the City to evaluate clearly and consistently the merits of these alternatives relative to the scope of services and conditions set forth in this RFP. **The City of Mission does encourage alternatives and options to minimize risk for the city and maximize the value of the City's resources.** The City's ongoing objective is to improve the performance of its fleet – reduce cost and fleet downtime while improving fleet reliability and functionality – through enhanced fleet leasing practices.

Failure of a proposer to include this separate section in its proposal means to the City that the offeror takes no exceptions to the terms and conditions specified in this RFP, and offers no alternative terms and conditions.

e) Transition plan

This section of the proposal will describe the actions that the proposer will take to accomplish a successful transition from our existing fleet or specialized heavy equipment and the resources the Proposer will employ. The proposer will describe how they will make delivery of vehicles or specialized heavy equipment and minimize operational downtime within participating entities specified parameters. The proposer will provide a timeline of events and milestones for the transition period that highlights specific actions to take and specific resources.

Value Added Services Description, Products and/or Services

- a) Marketing and Training
- b) Customer Service Support
- c) Key Performance Indicators

f) Financial stability

This section shall describe the financial strength, resources, economic standing in industry and capability to perform and complete the delivery of vehicles or specialized heavy equipment in a satisfactory manner.

(22) Price Proposal

Part II of the Offeror's proposal will present the price elements of the proposal and must consist of the following sections:

Proposer is to submit their price proposal in their own format. Price proposal should include lease terms for – 36, 48 and 60-months. It would be at the discretion of the City to choose what lease term will be agreed upon. Lease terms are subject to negotiation.

All proposal prices shall include all taxes, delivery, permit fees, royalties, license fees, and destination charges, upgrade costs, optional equipment and installation costs along with any other cost or fee arising from the, as well as all costs of packaging, to the designated location with the City of Mission. All costs and compensation shall remain firm and fixed for acceptance for 60 calendar days after the day of the Proposal closing.

Cost proposals should be well documented and explained to add in evaluating the rationale and reasonableness of proposed costs. The City reserves the right to reject poorly documented cost proposals and/or follow-up with proposers to obtain required documentation.

Price Lists

- a) Products, Services, Warranties, etc. price list
- b) Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular offeror and the pricing per item.

Itemized Cost Proposal per Department for each year for a Total Lump Sum Amount for all five (5) years for evaluation ranking purposes.

(23) Interviews, Discussions, and Negotiations:

a) Interviews:

The committee will determine whether acceptance of the most favorable initial proposal without discussion is appropriate, or whether interviews and/or discussions should be conducted with proposer(s) that is within the competitive range.

b) Negotiations:

The committee or designated members of the committee will negotiate separately with the Proposer(s) deemed to offer the best value to the City. Each proposer deemed favorable at the close of negotiations may be allowed to submit a final supplement called a "best and final offer." The City reserves the right to negotiate all elements that comprise the successful proposer's response to ensure that the best possible consideration be afforded to all proposers.

c) Best and Final Offer:

The best and final offer will contain all information and documents necessary to state the Proposer's entire proposal without reference to the original proposal or to any supplements that may have been submitted during negotiations. All Proposers that submit best and final offers will be evaluated by the committee, or designated committee members, based upon those best and final offers.

(24) Amended Proposal: Proposals cannot be altered or amended after opening time. Alterations made before opening time must be initialed by Proposer guaranteeing authenticity. No Proposal may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Mission.

(25) STATE SALES TAX MUST NOT BE INCLUDED IN PROPOSAL. Contractors are not tax exempt.

(26) Indemnity: The Proposer agrees to indemnify and save harmless the City, the Purchasing Director and any assistants from all suits and actions of every nature and descriptive brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Director, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

(27) Independent Contractor: It is expressly understood and agreed that Contractor shall operate as an independent contractor as to all rights and privileges granted herein, and not as agent, representative or employee of the City. Subject to and in accordance with the conditions and provisions of this Agreement, Contractor shall have the exclusive right to control the details of its operations and activities and be solely responsible for the acts and omissions of its officers, agents, servants, employees, contractors and subcontractors. Contractor acknowledges that the doctrine of *respondent superior* shall not apply as between the City, its officers, agents, servants and employees, and Contractor, its officers, agents, employees, servants, contractors and subcontractors. Contractor further agrees that nothing herein shall be construed as the creation of a partnership or joint enterprise between City and Contractor.

(28) Discrepancies: Proposer shall carefully examine the Proposal forms, general terms and conditions, and specifications. Should the Proposer find discrepancies in, or omissions from Proposal forms, general terms and conditions, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Buyer (Mission City Hall,(956) 580-8667) and obtain clarification by addendum prior to submitting any Proposal.

(29) BILLING AND PAYMENT INSTRUCTIONS:

Invoices must include:

- a.** Name and address of successful vendor
- b.** Name and address of receiving department or official
- c.** Purchase Order Number (if any)
- d.** Notation - **“Lease of Fleet Vehicles”**
- e.** Descriptive information as to the items or services delivered, including product code, item number, quantity etc.
- f.** Refer to the **Scope of Service** for billing and payment instructions

(30) Funding

- a) Funds for this procurement have been provided through Local Funding for this fiscal year only. The award of a Proposal or contract hereunder will not be construed to create a debt for the City which is payable out of local funds beyond the current fiscal year.
- b) No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the resulting contract. All additions/changes to the contract will be made in writing by the City of Mission Fleet Director.

(31) The City of Mission reserves the right to waive or take exception to any part of the scope of service when in the best interest of the City of Mission.

(32) Proposer must comply with all applicable federal, state and local laws, rules, regulations and ordinances and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.

(33) Proposer are advised that they must be in compliance with the below mentioned law:

CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Mission not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS “C” MISDEMEANOR.

(34) Termination for Convenience:

- a) City of Mission may terminate this contract, in whole or in part, at any time without cause and solely for the convenience of City of Mission by giving 30 days written notice to the Contractor. The Contractor shall be paid fees and expenses for work performed up to the time of termination. The Contractor shall promptly submit its termination claim. If the Contractor has any property in its possession belonging to City of Mission, the Contractor will account for the same and dispose of it in the manner City of Mission directs.
- b) Non-appropriation of Funds: In the event no funds or insufficient funds are appropriated by the City in any fiscal period for any payments due hereunder, City will notify Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the City of any kind whatsoever, except as to the portions of the payments herein agreed upon for which funds shall have been appropriated.

(35) Termination For Default:

Default: In the event that the Contractor breaches the terms or violates the conditions of the Contract, and does not within ten (10) days of written notice from City of Mission cure such breach or violation. City of Mission may immediately terminate the Contract, and shall pay the Contractor only its allowable cost to date of termination.

Notice: Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default.

City of Mission Options: In case of default on the part of the Contractor, the Contract may be terminated and in such event:

- a. City of Mission may complete such contract without further liability to the Contractor for compensation for any labor, supplies or materials furnished by the Contractor under the contract, or
- b. City of Mission may direct the Contractor to remove any equipment delivered and/or installed by the Contractor and to refund to City of Mission any amounts paid by City of Mission to the Contractor, and City of Mission shall have no further liability to the Contractor.
- c. City of Mission may contract to acquire supplies or services similar to those terminated.

(36) Insurance Requirements for Supply/Services and/or Construction

(a) Required Coverage. The Contractor shall, at all times during the term of this contract and extended terms thereof, provide and maintain the following types of insurance protecting the interests of the City of Mission and the Contractor with limits of liability not less than those specified below.

Commercial General Liability insurance or its equivalent, **listing City of Mission as an additional insured**, providing limits of not less than \$500,000 for bodily injury and property damage per occurrence, consistent with potential exposure to City under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims arising out of the services, construction, etc. provided with a general aggregate of \$1,000,000, and a products and completed operations aggregate of \$1,000,000. Coverage should include: Damaged to rented premises at a minimum of \$100,000 per occurrence. There shall not be any policy exclusions or limitations for the following as well:

Contractual Liability covering Contractor's obligations herein
Personal Injury Advertising Liability
Medical Payments
Fire Damage Legal Liability
Broad Form Property Damage
Liability for Independent Contractors

(b) Automobile liability insurance policy with combined single limit of at least Five Hundred Thousand Dollars (\$500,000.00) per occurrence, consistent with potential exposure to City under the Texas Tort Claims Act.

- (c) Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
- (d) A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of City consistent with potential exposure of City under the Texas Tort Claims Act;
- (e) Workers' Compensation and Employers' Liability- insurance is equivalent to State of Texas Workers' Compensation Statutory Limits, providing limits of not less than \$1,000,000 for each accident, each disease per employee \$1,000,000, and policy limit of no less than \$1,000,000. There shall not be any policy exclusions or limitations.
- (f) Certificates of Insurance. Before commencing execution of this contract, and within 7 calendar days from date of award of contract, the Contractor shall furnish Original proof of insurance via Certificates of Insurance satisfactory to the City of Mission at the following addresses,
- City of Mission
Crissy Cantu, Buyer
1201 E. 8th Street
Mission, TX 78572
Proposal # 19-139-02-22
- evidencing that insurance as required by paragraph (a) above is in force, stating policy number dates of expiration and limits of liability thereunder. All copies of policies and Certificates of Insurance submitted to the City shall be in a form and content acceptable to the City.
- (g) Approval of Forms and Companies. All coverage described in this contract shall be in a form and content satisfactory to the Purchasing Director. No party subject to the provisions of this contract shall violate or knowingly permit to be violated any of the provisions of the policies of insurance described herein. All insurance should be provided by insurance companies with a Best's rating of A- or better. Please include proof of such rating with your coverage documents.
- (h) Additional Insured Endorsement. The policy or policies providing Commercial General Liability, and as otherwise required above, shall be endorsed to name City of Mission, their directors, officers, representatives, agents, and employees as Additional Insureds with respects to operations performed by or on behalf of the Contractor in the performance of this contract via ISO endorsements CG 2037 or its equivalent. The policy shall also be endorsed to name other interests as directed by City of Mission.
- (i) Notice of Cancellation or Material Changes. Policies and/or Certificates shall **specifically** provide that a thirty (30) day notice of cancellation, non-renewal, or material change be sent to the City.
- (j) Multiple Policies. The limits of liability as required above may be provided by a single policy of insurance or a combination of primary, excess, or umbrella liability policies. But in no event shall the total limit of liability of any one occurrence or accident be less than the amount shown above.
- (k) Deductibles. Companies issuing the insurance policies and the Contractor shall have no recourse against the City for payment of any premiums or assessments for any deductibles, as all such premiums and deductibles are the sole responsibility and risk of the Contractor.
- (l) Subcontractors. If any part of the work is sublet, the Contractor shall require any and all subcontractors performing work under this contract to carry General Liability and Products, and Construction Liability Insurance, with limits of liability that Contractor shall deem appropriate and adequate to protect the interests of the City. In the event a subcontractor is unable to furnish insurance in accordance to section (a) above, the Contractor shall endorse the subcontractor as an Additional Insured. Insurance certificates for subcontractors shall be furnished to the City of Mission upon request.
- (m) No Release. The carrying of the above-described coverage shall in no way be interpreted as relieving the Contractor of any other responsibility or liability under this agreement, or any applicable law, statute, regulation, or order.

(37) Disclosure of Interested Parties

Contractor is to comply with Government Code Section 2252.908 enacted by H.B. 1295, which prohibits a government entity or state agency from entering into certain contracts with a business entity unless the business entity submits a

disclosure of interested parties. For more information go to the Texas Ethics Commission web page at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

(38) Appeal Process

An appeal may be brought by the lowest bidder deemed to have been non-responsive and/or not responsible. Appeals are limited to the following:

1. Matters of bias, discrimination, or conflict of interest
2. Computing errors and alleged improprieties or ambiguities in bid specifications; and
3. Non-compliance with procedures described in solicitation or City Policy.

The appeal must be in writing and shall be filed with the Purchasing Director at:

City of Mission
1201 E. 8th Street, Room R-101
Mission, Texas 78572

Appeals must include the following information:

- a. Name, address, email, telephone and fax number of appellant;
- b. Bid identification number;
- c. A detailed description of the legal and factual basis of the appeal (include any and all relevant documents, diagrams, photos, etc.);
- d. The desired outcome/solution;
- e. Signed and dated

All appeals must be filed within three (3) working days from the date of award by City Council. Untimely appeals will not be considered. Upon receipt of the appeal, the Purchasing Director will have three (3) working days to attempt to clarify or resolve any issues addressed in the request for appeal.

If the appeal is not resolved with the Purchasing Director, then it shall be considered at a public hearing at the next City Council meeting. All determinations made by the City Council are final.

CITY OF MISSION
Scope of Service

Solicitation Name: **“LEASE OF CITY FLEET VEHICLES”**

Submission of a proposal constitutes an offer to perform and deliver the work specified and to be bound by the terms contained or referenced herein. Upon acceptance of the offer, and upon award of the Contract to the successful offeror (if any), this procurement solicitation document (entitled "Request for Proposal") together with the completed and executed forms required herein, and all attachments hereto, together with the documents listed below (incorporated into this Contract by reference) shall collectively constitute the Contract.

1) Scope: Objective of This Request For Proposals

The City is seeking competitive proposals from commercial fleet lease providers to replace the City's current fleet and some specialized heavy equipment. The City's ongoing objective is to improve the performance of its fleet – reduce cost and fleet downtime while improving fleet reliability and functionality – through enhanced fleet leasing practices. The City desires to enter into an agreement that will provide the best value to the City, and that will form the basis of a partnership between the successful proposer, hereinafter “Contractor,” and the City for the achievement of the City's long term objectives.

The City of Mission is currently in need of replacing all of its motor vehicle fleet and some specialized heavy equipment and is seeking alternative ways of procuring. Methods under consideration include multi-year open or closed end leasing, or a combination thereof.

The City reserves the right to order any amount of leased vehicles it deems to be in the best interest of the City. The City also reserves the right to keep ownership of certain vehicles or specialized heavy equipment currently in operation.

2) Vehicle Usage

Vehicles or Specialized Heavy Equipment leased or purchased under this contract will be used by City employees to conduct official City business and operation only. All vehicle operators will be appropriately licensed and have a satisfactory driving record.

The City will use and operate, and permit the use and operation, of each vehicle or specialized heavy equipment in a careful manner and in compliance with all requirements of any governmental authority having jurisdiction, as applicable.

3) Program Scope of Services

Overview

The City of Mission is looking for a comprehensive solution for the procurement and replacement of fleet vehicles and specialized heavy equipment. This will include the additional services described in this section. Proposers are expected to submit proposals that address all portions of this section. If a Proposer is unable to satisfy every element of this section, but chooses to submit a proposal, the Proposer must clearly identify the element(s) it is unable to satisfy the specifications and the reason the requirement cannot be met. The City will review any exception(s) taken, but, at its sole discretion, may determine the proposal not responsive to the City's requirements and remove it from further consideration.

4) Procurement

The City is looking to trade-in our entire fleet found in the attached **Appendix A** and **Appendix B** City of Mission Inventory List.

Proposers should include the estimated trade-in value of these vehicles or the specialized heavy equipment with their proposal. The City will obtain municipal plates for all vehicles procured as part of this contract.

The selected vendor shall deliver the vehicles to the City of Mission Fleet Division. Vehicle pricing shall be all-inclusive; no separate stocking or delivery fees shall apply.

5) Vehicle Requirements

Because the City of Mission is interested in a vehicle replacement program and some specialized heavy equipment, it will be up to the Proposer to recommend the best options/packages, including vehicle color, to provide for maximum trade-in value.

Vehicles quoted shall be sedans, SUV's, 1/2 ton, 3/4 ton and 1 ton pickup trucks as specified and specialized heavy equipment. **Please refer to attached lists of vehicles and specialized heavy equipment.** All vehicles and equipment are to be newest model available. The City will take delivery from dealer stock or order, whichever is the most advantageous to the City.

Future vehicle procurements may include small, medium or large SUVs, and passenger wagons.

6) Vehicle Trade-In Allowance

As part of this proposal, the City of Mission is seeking maximum trade-in value for all city vehicles and specialized heavy equipment. City of Mission has a mix of vehicles that were purchased new and some confiscated. Successful proposer will be required to take an accurate count and appraisal of each vehicle. A lump-sum credit for the aggregate value of the trade-in vehicles will be applied toward the replacement vehicles.

7) Vehicle Maintenance

Vendor will perform all recall work when necessary. Consideration will be given to the City for the location of the maintenance facility. Maintenance facility should be located within the City of Mission.

The City of Mission **may** perform limited vehicle maintenance, such as oil changes, in-house.

8) Vehicle Damage

Definitions

Normal Wear and Tear is defined as dents, dings, paint chips, or scratches three inches or less in size, pitted, but not cracked, windshields, and interior wear such as soiled carpets and seats normally incurred by a motor vehicle used in both rural and metropolitan areas over a period of 12 months.

Excess Wear and Tear is defined as dents, dings, paint chips, or scratches more than three inches in size, cracked or punctured bumpers, chipped or cracked windshields, interior holes, burns, rips, tears, or stains requiring heavy cleaning or replacement of fabric, interior damage such as gouged steering wheels or dashboards, missing equipment, and any exterior or interior damage attributable to collision.

A Total Loss Vehicle is defined as a vehicle that the estimated cost to repair the vehicle is equal to at least 80 percent of the retail market value of the vehicle prior to the damage as determined by using NADA Guides at www.nadaguides.com.

The City of Mission, at its discretion, may be willing to incorporate into the contract a more detailed catalog of damage descriptions and a schedule of damage allowances and charges. This catalog and the associated schedule(s) should be based on a common industry standard.

9) Vehicle Damage Repair Due to Collisions

The City will be responsible for repairing all vehicle damage due to collisions.

The Vendor, if they so choose, may supply a proposal for repairing vehicle collision damage. The cost of the damage will be covered by an insurance policy with comprehensive and collision coverage; in the event that the Vendor's repair proposal is lower than, or equal to, the insurance payout, the Vendor will be afforded the right to perform the repairs.

In cases where vehicle damage is caused by another party and that party selects the repair shop to have the vehicle repaired, the Vendor will be afforded the opportunity to inspect the vehicle before and after the repairs are made so long as those inspections are conducted without unduly affective the repair schedule.

The City will be responsible for the replacement of all cracked and damaged glass.

10) Vehicle Damage Resulting from Excess Wear and Tear

When the City returns a vehicle or specialized heavy equipment to the Vendor at the end of the vehicle's lease period, an assessment for excess wear and tear shall be made at the time the vehicle is returned. If excess wear and tear damage exists, the Vendor shall submit an invoice to the City for the excess wear and tear damage. The invoices repair amounts shall be obtained from a reputable industry guide, such as the "Mitchell Collision Estimating and Reference Guide." Excess wear and tear must be fully documented, including clear photographic evidence of the damage. For any individual damage estimate that is greater than \$2,000, the Vendor will provide the City with repair estimates from no less than three (3) repair facilities.

11) Maintaining Warranty and Repair Services

The Vendor will perform all manufacturer-required maintenance at the manufacturer-prescribed intervals. Maintenance intervals will be selected to ensure the continuation of warranty coverage.

The City will maintain responsibility for maintenance tasks that would typically be considered the duty of the vehicle operation, such as:

- a) Periodic visual inspections
- b) Fluid level checks and top-off
- c) Oil changes
- d) Tire pressure check and inflation

The Vendor will also include all of the above tasks as part of every scheduled maintenance visit and will correct deficiencies at each visit.

All scheduled warranty work shall be completed within 48 hours.

12) Warranty Coverage

All vehicles proposed will be covered by a minimum of 36-month, 30,000 mile bumper-to-bumper warranty or better with the exception of the specialized heavy equipment which will be negotiated with proposer.

The City will be responsible for all acts of vandalism.

Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

The proposed vehicle leasing solution shall meet these general requirements. The following features must be included:

- Lease Type – Closed or Open-End
- Mileage Allowance – 15,000 per year for vehicles
- Lease Term – 36, 48 and 60-months
- Payments – Monthly in arrears
- Delivery – Ordered ~ delivered to dealer within 50-miles of desired location.
- Optional Equipment – Equivalent to current equipment on vehicles
- Insurance – Provided by lessee
- Maintenance – Provided by lessee

➤ Tags – Provided by lessee

13) Manufacturers' Incentives – use the standard National Fleet incentive for all pricing.

*******End of Scope of Service*******

City Of Mission
Vendor Acknowledgment Form - Non-Collusive Proposal Certification
Proposal Name/No.: "Lease of City Fleet Vehicles"/ 19-139-02-22

I/We have read instructions to Proposer and specifications. My/Our Proposal conforms to all Proposal specifications, conditions, and instructions as outlined by *CITY OF MISSION*.

Signing the Acknowledgment Form confirms that our company will enter into a binding contract with CITY OF MISSION for item(s) awarded to our company. I/We have read instructions to Proposer and specifications.

The undersigned Proposer, by signing and executing this Proposal, certifies and represents to the CITY OF MISSION that Proposer has not been offered, conferred or agreed to confer any pecuniary benefit, as defined by §1.07(a)(6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment or advantage relating to this Proposal; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this Proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the CITY OF MISSION concerning this Proposal on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other Proposer so as to give the undersigned a preferential advantage with respect to this Proposal; the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or member of the CITY OF MISSION in return for the person having exercised the person's official discretion, power or duty with respect to this Proposal; the Proposer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or member of CITY OF MISSION in connection with information regarding this Proposal, the submission of this Proposal, the award of this Proposal or the performance, delivery or sale pursuant to this Proposal.

Date: _____

Company Name: _____

Signature: _____

Title: _____

Note: This form, along with the Execution of Offer, must be filled in and submitted with the sealed Proposal.

**CITY OF MISSION
ADDENDA CHECKLIST
PROPOSAL NAME/NO: Lease of City Fleet Vehicles / 19-139-02-22**

Proposal of: _____

(Proposer Company Name)

To: City of Mission

Ref.: "Lease of City Fleet Vehicles": 19-139-02-22

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial if applicable).

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Proposer: _____

By: _____

(Authorized Signature for Proposer)

Name: _____

Title: _____

Date: _____

GENERAL BUSINESS QUESTIONNAIRE
(SUPPLIES, SERVICES AND CONSTRUCTION)

This questionnaire, the requested list of references and the authorization to release financial information are used in part to assist in determining a potential contractor's responsibility. Offerors shall submit the General Business Questionnaire information with the bid/proposal, as indicated in the Table of Contents page 2 of the Solicitation, Offer and Award Form. All information must be current and traceable. Each venturer of a joint venture must submit a separate signed form.

City of Mission reserves the right to make additional inquiries based on information submitted, or the lack thereof. Questions concerning this questionnaire or the authorization form should be directed to the contact person identified on the Solicitation, Offer and Award Form. In cases where a question does not apply or if unable to respond, offeror should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Offeror will explain the reason when responding N/A or N/R.

1. Name of Offeror ("Business"): _____
2. List name(s) and business address of owners, officers and directors for corporations, partners for partnerships, and ventures for joint ventures sole proprietors (attach additional pages as necessary).

3. Number of years in business under present business name: _____
4. If applicable, list all other names under which the Business identified above operated in the last 5 years.

5. Annual Gross Revenue (Past year): (M represents millions, K represents thousands)
☐ \$100K or less ☐ \$100K-\$500K ☐ \$500K-\$1M ☐ \$1M-\$5M ☐ \$5M-\$10M
☐ \$10M-\$16M ☐ \$16M or Over
6. Will bidder/proposer provide a copy of its financial statements for the past two (2) years, if requested by City of Mission? ☐ Yes ☐ No
7. Number of current employees: _____
8. Has the Business, or any officer or partner thereof, failed to complete a contract? ☐ Yes ☐ No
9. Is any litigation pending against the Business? ☐ Yes ☐ No
10. Is offeror currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, offeror needs to explain the expected impact, both in organizational and directional terms. ☐ Yes ☐ No

11. Has the Business ever been declared "not responsible" for the purpose of any governmental agency contract award? ☐Yes ☐No
12. Has the Business been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting? ☐Yes ☐No
13. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion, or qualification to receive a public contract? ☐Yes ☐No
14. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? ☐Yes ☐No
15. Is the Business in arrears on any contract or debt? ☐Yes ☐No
16. Has the Business been a defaulter, as a principal, surety, or otherwise? ☐Yes ☐No
17. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete work on time or for any other reason? ☐Yes ☐No
18. Does offeror have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Bidder will provide a copy of the plan. ☐Yes ☐No
19. Does offeror have quality assurance program? If yes, offeror will describe its quality assurance program, its quality requirements, and how they are measured. ☐Yes ☐No
20. If a "yes" response is given under questions 9 through 19, please provide a detailed explanation including dates, reference to contract information, contacts, etc. (attach additional pages as necessary).

I, individually and on behalf of the business named in this Business Questionnaire, do by my signature below, certify that the information provided in this questionnaire is true and correct. I understand that any false statements or misrepresentations regarding the Business named above may result in: 1) termination of any or all contracts which City of Mission has or may have with the Business; 2) disqualification of the Business from consideration for contracts; 3) removal of the Business from City of Mission's vendors' list; or/and 4) legal action(s) applicable under federal, state, or local law.

Name: _____ Title: _____

Signature: _____ Date: _____
(Owner, CEO, President, Majority Stockholder or Designated Representative)

LIST OF REFERENCES FOR SIMILAR PROJECTS

Use additional pages as necessary.

1. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

2. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

3. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

4. Project:
Date of Completion (if applicable):
Contact Person:
Company Name:
Address:
Telephone Number:
Fax Number:
E-mail Address:

AUTHORIZATION FOR RELEASE OF FINANCIAL INFORMATION

This authorization will be used to obtain information to assist City of Mission in determining a potential contractor's financial responsibility. Your signature authorizes the release of financial information to the City of Mission Purchasing Department for this purpose. All information must be current and traceable. Each venturer of a joint venture must submit a separate signed form.

This authorization form shall be submitted in accordance with the applicable provision(s) in General Terms and Conditions, or as otherwise requested. City of Mission reserves the right to make additional inquiries based on information submitted, or the lack thereof.

Name of Bank/Financial Institution

Account Number

Address

Account Type: e.g., Savings, Checking, Other (Identify)

City, State, Zip Code

Name of Bank Officer Familiar with the Account

Telephone

Fax

Email Address

Name of Business

Address

City

State

Zip Code

I, individually and on behalf of the Business named above, do by my signature below, certify that the information provided is true and correct, and authorize the release of financial information for verification of financial responsibility. I understand that any false statements or misrepresentations regarding the Business named above may result in: 1) termination of any or all contracts which City of Mission has or may have with the business; 2) disqualification of the Business from consideration for contracts; 3) removal of the Business from City of Mission's vendors list; or/and 4) legal action(s) applicable under federal, state or local law.

Name: _____ Title: _____

Signature: _____ Date: _____
(Owner, CEO, President, Majority Stockholder, or Designated Representative)

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Appendix A City of Mission Vehicle Inventory

Appendix A City of Mission Vehicle Inventory List with Mileage

YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2004	FORD	250 XL	1FTNX20LX4EC00402	WASTEWATER	146125
2004	FORD	250 XL	1FTNF20L44EC00401	WASTEWATER	90755
2014	FORD	150 XL	1FTNF1CFXEKE02839	WASTEWATER	31082
2013	CHEVROLET	1500	3GCPCREA8DG327873	WASTEWATER	37124
2010	FORD	150 XL	1FTMF1CW5AFC98226	WATER PLANT/PW	91274
2011	FORD	150 XL	1FTMFIEF7BFB05301	WATER PLANT/PW	42072
2011	FORD	150 XL	1FTMF1CM6BFB25198	WATER PLANT/PW	51649
2003	DODGE	RAM 1500	1D7-HA18NX3J-558979	WATER PLANT/PW	94125
2004	FORD	250 XL	1FTNF20L34EC05184	WATER PLANT/PW	121978
2004	FORD	250 XL	1FTNF20L54EC05185	WATER PLANT/PW	84850
2013	FORD	150 XL	1FTFWICF7DKD97134	WATER PLANT/PW	48423
2004	FORD	250	1FTNW21L34EC00405	WATER PLANT/PW	120031
2002	FORD	350	1FD5F34L92EB62658	WATER PLANT/PW	169451
2017	CHEVROLET	1500	3GCPCNEC4HG100146	WATER PLANT/PW	6376
2004	FORD	RANGER 1/2 T	1FYR10034PA78352	HEALTH DEPT.	60177
2011	FORD	150 1/2 T	1FTMF1CF9BFB05299	HEALTH DEPT.	37460
2011	FORD	150 1/2 T	1FTMF1GM8BK038354	HEALTH DEPT.	116378
2013	FORD	150 1/2 T	1FTNF1CF0DKD97133	HEALTH DEPT.	59995
2007	FORD	150 1/2 T	1FTRF12257KD41886	HEALTH DEPT.	62775
2007	FORD	150 1/2 T	1FTRF12W67NA40920	HEALTH DEPT.	77094
2016	CHEVROLET	1500	3GCPCNEC8GG206940	HEALTH DEPT.	1251
2001	FORD	TAURUS	1FAFP53UX1G202473	PLANNING DEPT.	90345
2004	CHEVROLET	SILVERADO	1GCEC14V74Z234971	PLANNING DEPT.	133901
2004	FORD	RANGER	1FTYR1OU54PA78353	PLANNING DEPT.	98055
2007	FORD	RANGER	1FTYR14U67PA72897	PLANNING DEPT.	76626
2011	FORD	FUSION	3FAHPOGA2BR26778	PLANNING DEPT.	39802
2011	FORD	F-150	1FT1CM6BKD44850	PLANNING DEPT.	57479

Appendix A City of Mission Vehicle Inventory List with Mileage

YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2012	FORD	F-150	1FTMF1CM3CFC37068	PLANNING DEPT.	44651
2015	FORD	F250	1FTMF1C82FKE5	SANITATION	23135
2015	FORD	F250	1FTBF2A61FEC9	SANITATION	41132
2015	FORD	F250	1FTBF2A61FEB3	SANITATION	49308
2015	FORD	F250	1FTBF2A63FEB3	SANITATION	53490
2004	FORD	F250	1FTNF21C74EC75141	P/W STREETS	96390
2007	FORD	F150	1FTNF12WX7NA11694	P/W STREETS	76119
2013	CHEVROLET	C-1500	3GCPCREA8DG327873	P/W STREETS	37124
2015	CHEVROLET	C-1500	35CPCPEC4FG309198	P/W STREETS	23101
2017	CHEVROLET	C-1500	3GCUKNEC4HG303639	P/W STREETS	4549
2017	CHEVROLET	C-1500	3GCUKNEC3HG308508	P/W STREETS	4859
2017	CHEVROLET	C-1500	3GCUKNEC2HG302991	P/W STREETS	3820
2017	CHEVROLET	C-1500	3GCUKNECOHG306344	P/W STREETS	3361
2004	FORD	F250	1FTNW21L24EC05188	P/W STREETS	77125
2004	FORD	F250	1FTNW21L04EC05187	P/W STREETS	77124
2004	FORD	F250	1FTNW21L14EC00404	P/W STREETS	132896
2003	FORD	F150 1/2T	1FTRF17W23NA81953	P/W STREETS	126059
2017	FORD	F150	1FTEW1C81HKC66994	P/W STREETS	2125
2017	FORD	F150	1FTEW1C8XHKC66993	P/W STREETS	250
2010	FORD	F150 1/2T	1FTMF1CWXA73937	P/W STREETS	89651
2011	CHEVROLET	C2500	1GC1CVCG5BF190119	P/W STREETS	64438
2011	CHEVROLET	C2500	1GCNKPEO3BZ270324	P/W STREETS	80961
2011	CHEVROLET	C1500	1GCNKPE02BZ268175	P/W STREETS	73601
2011	CHEVROLET	C1500	1GCRCPEA0BZ404648	P/W STREETS	80125
2011	CHEVROLET	C2500	1GC1CVCG7BF188761	P/W STREETS	47603
2011	CHEVROLET	C2500	1GC1CVCG3BF189549	P/W STREETS	43626
2014	CHEVROLET	C1500	1GCNKPEC2EZ29	P/W STREETS	46164

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2010	FORD	F150 1/2T	1FTMF1CW1AKA7	P/W WATER	91274
2013	FORD	F150 1/2T	1FTMF1CF0DKD9	P/W WATER	71629
2013	FORD	F150 1/2T	1FTNF1CF9DKD9	P/W WATER	105197
2011	FORD	F250 3/4T	1FDBF2A61BEC1	P/W WATER	73623
2011	FORD	F350 1T	1FD8W3A62BEC1	P/W WATER	59584
2011	FORD	F150 1/2T	1FTMF1EF5BFB0	P/W WATER	42072
2011	FORD	F250 3/4T	1FTBF2A60BEC1	P/W WATER	73623
2012	FORD	F250	1FT7W2B63CEB4	P/W WATER	64970
2012	FORD	F250	1FT7X2B66CEB4	P/W WATER	51792
2012	FORD	F350	1FDBF3E60EB4	P/W WATER	44375
2012	FORD	F150 1/2T	1FTMF1EF6CFB1	P/W WATER	78109
2012	FORD	F150 1/2T	1FTFX1EF2CFB1	P/W WATER	57291
2012	FORD	F150 1/2T	1FTFX1EF4CFB1	P/W WATER	39291
2013	FORD	F350	1FT8W3A63DEA4	P/W WATER	43125
2013	FORD	F350	1FT8W3A65DEA4	P/W WATER	39996
2014	FORD	F350	1FD8W3A66FEA13607	P/W WATER	33127
2013	FORD	F350	1FT8W3A67DEA44558	P/W WATER	45167
2011	FORD	F150	1FTMF1CM4BFB25197	P/W WATER	76056
2015	FORD	F750	3FRXF7FE0FV728011	P/W WATER	3675
2003	FORD	F150	1FTRF17W13NB57789	P/W WATER	106411
2015	FORD	F350	1FDBF3E6XFED18396	P/W WATER	26496
2017	FORD	F350	1FD8W3A68HEC57374	P/W WATER	1517
2013	FORD	F150	1FNF1CF7DKD9	P/W WATER	105197
2011	CHEVROLET	1500	1GCRCPE06BZ268369 *	PARKS/RECREATION	30461
2000	CHEVROLET	1500	2GCEC19VIY1321871 *	PARKS/RECREATION	139125
1998	GMC	1500	33489 *	PARKS/RECREATION	72806
2004	FORD	F250	1FDNF20L94EC37620 *	PARKS/RECREATION	105621

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2008	CHEVROLET	TAHOE	1GNEC030X8R155470 *	PARKS/RECREATION	141086
2001	CHEVROLET	2500	1GCHC29641E265620 *	PARKS/RECREATION	110691
2006	DODGE	DAKOTA	107HE48K665508819 *	PARKS/RECREATION	163431
1996	FORD	F150	1FTEF15YXTLB22070 *	PARKS/RECREATION	136591
1998	FORD	F150	1FTZF1769WKC15900 *	PARKS/RECREATION	136126
2000	FORD	F250	1FTNF20L7YEA88781 *	PARKS/RECREATION	175054
2001	FORD	F750	3FDPF755X1MA44561 *	PARKS/RECREATION	21661
2004	FORD	F250	1FTNW20L84EC37614 *	PARKS/RECREATION	86992
2004	FORD	F250	1FTNW20L44EC37612 *	PARKS/RECREATION	74106
2004	FORD	F250	1FTNW20L64EC37613	PARKS/RECREATION	102601
2004	FORD	E350	1FBSS31L44HA47458 *	PARKS/RECREATION	48539
2004	FORD	E350	1FBSS3164H847459 *	PARKS/RECREATION	46125
2009	GMC	2500	1GCHC24K68E206598 *	PARKS/RECREATION	65701
2008	CHEVY	2500	1GCHK23KX8F217392 *	PARKS/RECREATION	64451
2008	CHEVY	2500	1GCHC23K38F217831 *	PARKS/RECREATION	58930
2008	CHEVY	2500	1GCHC29K68E205217 *	PARKS/RECREATION	62625
2008	CHEVY	2500	1GCHC24K88E206120 *	PARKS/RECREATION	91856
2011	CHEVROLET	2500	1GC2CBCG4BZ273804 *	PARKS/RECREATION	57120
2011	CHEVROLET	1500	1GCRCPE01BZ269946 *	PARKS/RECREATION	58101
2008	CHEVROLET	2500	1GCHC24K68E206598 *	PARKS/RECREATION	65701
2004	FORDX	F250	1FTNW20L84EC37614 *	PARKS/RECREATION	86992
2004	FORDX	F250	1FDNF20L94EC37620 *	PARKS/RECREATION	105621
2000	CHEVROLET	2500	1GCEC24R3YR212909 *	PARKS/RECREATION	115619
2000	CHEVROLET	2500	1GCEC24R9YR212915 *	PARKS/RECREATION	102219
2011	CHEVROLET	1500	1GCRCPED2BZ271110 *	PARKS/RECREATION	48867
2014	CHEVROLET	1500	1GCNCPEHOEZ274760 *	PARKS/RECREATION	14125
2014	CHEVROLET	1500	1GCNCPEHXEZ274801 *	PARKS/RECREATION	9298

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
1996	FORD	F-350	1FBJS31H3THA63351	PARKS/RECREATION	95016
2002	FORD	F-150	1FTRF17W32NA17967	PARKS/RECREATION	153108
2004	FORD	F-250	1FTNW20L34EC00406	PARKS/RECREATION	102794
2004	FORD	F-250	1FTNF20LX4EC37615	PARKS/RECREATION	53666
2004	FORD	F-250	1FDNF20L04EC37621	PARKS/RECREATION	99521
2008	CHEVY	2500	1GCHC24K88E204982	PARKS/RECREATION	44255
2008	CHEVY	2500	1GCHC24K08E207603	PARKS/RECREATION	49452
2008	FORD	CROWN VICTORIA	2FAFP71V18X135032	POLICE DEPT. PATROL USE UNIT 24HR	144010
2008	FORD	CROWN VICTORIA	2FAFP71V78X120941	POLICE DEPT. PATROL USE UNIT 24HR	147237
2008	FORD	CROWN VICTORIA	2FAFP71V88X154354	POLICE DEPT. PATROL USE UNIT 24R	83876
2009	FORD	CROWN VICTORIA	2FAHP71V69X149311	POLICE DEPT. PATROL USE UNIT 24HR	166913
2009	FORD	CROWN VICTORIA	2FAHP71V39X149315	POLICE DEPT. PATROL USE UNIT 24HR	170002
2009	FORD	CROWN VICTORIA	2FAHP71VX9X149070	POLICE DEPT. PATROL USE UNIT 24HR	157101
2009	FORD	CROWN VICTORIA	2FAHP71V39X149072	POLICE DEPT. PATROL USE UNIT 24HR	173205
2010	FORD	FORD	1FTEW1CW9AKE10750	POLICE DEPT. PATROL USE UNIT 24HR	139625
2010	FORD	CROWN VICTORIA	2FABP7BV3AX128506	POLICE DEPT. PATROL USE UNIT 24HR	160272
2010	FORD	CROWN VICTORIA	2FABP7BV2AX142042	POLICE DEPT. PATROL USE UNIT 24HR	152637
2010	FORD	CROWN VICTORIA	2FABP7BV0AX142041	POLICE DEPT. PATROL USE UNIT 24HR	117205
2011	FORD	CROWN VICTORIA	2FABP7BV9BX108842	POLICE DEPT. PATROL USE UNIT 24HR	149109
2012	CHEVROLET	TAHOE	1GNLC2E05CR283527	POLICE DEPT. PATROL USE UNIT 24HR	133802
2012	CHEVROLET	TAHOE	1GNLC2E08CR286177	POLICE DEPT. PATROL USE UNIT 24HR	132906
2012	CHEVROLET	TAHOE	1GNLC2E09CR287225	POLICE DEPT. PATROL USE UNIT 24HR	140126
2012	CHEVROLET	TAHOE	1GNLC2E04CR287567	POLICE DEPT. PATROL USE UNIT 24HR	141817
2013	CHEVROLET	TAHOE	1GNLC2E0XDR252968	POLICE DEPT. PATROL USE UNIT 24HR	143743
2013	CHEVROLET	TAHOE	1GNLC2E0XDR253750	POLICE DEPT. PATROL USE UNIT 24HR	138977
2013	CHEVROLET	TAHOE	1GNLC2E08DR253813	POLICE DEPT. PATROL USE UNIT 24HR	132601
2013	CHEVROLET	TAHOE	1GNLC2E09DR256770	POLICE DEPT. PATROL USE UNIT 24HR	130887

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2013	CHEVROLET	TAHOE	1GNLC2E02DR256464	POLICE DEPT. PATROL USE UNIT 24HR	91642
2013	CHEVROLET	TAHOE	1GNLC2E04DR256563	POLICE DEPT. PATROL USE UNIT 24HR	148101
2013	CHEVROLET	TAHOE	1GNLC2E05ER200925	POLICE DEPT. PATROL USE UNIT 24HR	101300
2013	CHEVROLET	TAHOE	1GNLC3E07ER201087	POLICE DEPT. PATROL USE UNIT 24HR	117112
2013	CHEVROLET	TAHOE	1GNLC2E05ER201749	POLICE DEPT. PATROL USE UNIT 24HR	120612
2015	CHEVY	TAHOE	1GNLC2EC7FR577557	POLICE DEPT. PATROL USE UNIT 24HR	76125
2015	CHEVY	TAHOE	1GNLC2EC7FR580863	POLICE DEPT. PATROL USE UNIT 24HR	71372
2015	CHEVY	TAHOE	1GNLC2EC1FR578462	POLICE DEPT. PATROL USE UNIT 24HR	78672
2015	CHEVY	TAHOE	1GNLC2EC1FR582141	POLICE DEPT. PATROL USE UNIT 24HR	54962
2015	CHEVY	TAHOE	1GNLC2EC9FR577799	POLICE DEPT. PATROL USE UNIT 24HR	35415
2017	CHEVY	TAHOE	1GNLCDECXHR162733	POLICE DEPT. PATROL USE UNIT 24HR	5606
2017	CHEVY	TAHOE	1GNLCDECOHR162871	POLICE DEPT. PATROL USE UNIT 24HR	10966
2017	CHEVY	TAHOE	1GNLCDEC4HR161822	POLICE DEPT. PATROL USE UNIT 24HR	10123
2017	CHEVY	TAHOE	1GNLCDEC7HR160213	POLICE DEPT. PATROL USE UNIT 24HR	20931
2007	FORD	CROWN VICTORIA	2FAFP71W07X141010	POLICE DEPT. PATROL USE UNIT 8HR	144011
2010	FORD	CROWN VICTORIA	2FABP7BV3AX128507	POLICE DEPT. PATROL USE UNIT 8HR	113889
2011	FORD	CROWN VICTORIA	2FABP7BV9BX108843	POLICE DEPT. PATROL USE UNIT 8HR	689959
2011	FORD	CROWN VICTORIA	2FABP7BV9BX108844	POLICE DEPT. PATROL USE UNIT 8HR	68995
2008	HARLEY	ROAD KING	1HD1FHM128Y652974	POLICE DEPT. PATROL USE UNIT 8HR	37902
2008	HARLEY	ROAD KING	1HD1FHM148Y649283	POLICE DEPT. PATROL USE UNIT 8HR	41695
2009	FORD	VIC STEALTH	2FAHP71V39X149069	POLICE DEPT. PATROL USE UNIT 8HR	140736
2009	FORD	VIC STEALTH	2FAHP71V59X149316	POLICE DEPT. PATROL USE UNIT 8HR	104605
2012	CHEVROLET	TAHOE	1GNLC2E07CR286249	POLICE DEPT. PATROL USE UNIT 8HR	92781
2013	CHEVROLET	TAHOE	1GNLC2E02DR255704	POLICE DEPT. PATROL USE UNIT 8HR	48579
2013	CHEVROLET	TAHOE	1GNLC2E02DR253578	POLICE DEPT. PATROL USE UNIT 8HR	53607
2005	FORD	EXPEDITION	1FMPU155505LA84108	POLICE DEPT. MARKED LIGHT USE UNITS	148741
2008	FORD	CROWN VICTORIA	2FAFP71VX8X135031	POLICE DEPT. MARKED LIGHT USE UNITS	171252

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2008	FORD	F-150	1FTRW12W68FC14805	POLICE DEPT. MARKED LIGHT USE UNITS	165249
2009	FORD	CROWN VICTORIA	2FAHP71VX9X149313	POLICE DEPT. MARKED LIGHT USE UNITS	167616
2005	HUMMER	H2	5GRGN22U05H132856	POLICE DEPT. MARKED LIGHT USE UNITS	176185
2009	CHEVROLET	2500	1GCHC44K69E102237	POLICE DEPT. MARKED LIGHT USE UNITS	112425
2005	FORD	E-350	1FTSE34L55HB23446	POLICE DEPT. MARKED LIGHT USE UNITS	82456
2005	FORD	E-350	1FBSS31S65HB23447	POLICE DEPT. MARKED LIGHT USE UNITS	186113
2007	GMC	SIERRA	3GTEK13M27G550438	POLICE DEPT.UNMARKED LIGHT USE UNITS	218941
2007	CHEVROLET	SILVERADO 4X4	1GCEK19J67Z537818	POLICE DEPT.UNMARKED LIGHT USE UNITS	111349
2003	DODGE	3500	3D7MU48C93G826105	POLICE DEPT.UNMARKED LIGHT USE UNITS	231648
2005	FORD	F350	1FTWW32P25EC73729	POLICE DEPT.UNMARKED LIGHT USE UNITS	217891
2005	FORD	500	1FAFP23135G167687	POLICE DEPT.UNMARKED LIGHT USE UNITS	136844
2012	CADILLAC	SRX	3GYFNGE37CS548785	POLICE DEPT.UNMARKED LIGHT USE UNITS	69894
2005	FORD	F-150	1FTRX12W55NB31235	POLICE DEPT.UNMARKED LIGHT USE UNITS	130119
2011	CHEVROLET	IMPALA	2G1WD5EM3B1221616	POLICE DEPT.UNMARKED LIGHT USE UNITS	54661
2008	CHEVROLET	IMPALA	2G1WB58K889242827	POLICE DEPT.UNMARKED LIGHT USE UNITS	83283
2008	CHEVY	IMPALA	2G1WB58K989284861	POLICE DEPT.UNMARKED LIGHT USE UNITS	113197
2008	CHEVROLET	IMPALA	2G1WB58K089239405	POLICE DEPT. UNMARKED LIGHT USE UNITS	143312
2006	CHEVROLET	IMPALA	2G1WT58K769169430	POLICE DEPT. UNMARKED LIGHT USE UNITS	197625
2011	CHEVROLET	IMPALA	2G1WD5EMXB1225582	POLICE DEPT. UNMARKED LIGHT USE UNITS	63428
2011	CHEVROLET	IMPALA	2G1WD5EM6B1223702	POLICE DEPT. UNMARKED LIGHT USE UNITS	90272
2014	FORD	EXPLORER	1FM5K7D87EGA80836	POLICE DEPT. UNMARKED LIGHT USE UNITS	45187
2014	FORD	EXPLORER	1FM5K7D87EGA80836	POLICE DEPT. UNMARKED LIGHT USE UNITS	45187
2011	DODGE	CHARGER	2B3CL1CG7BH540030	POLICE DEPT. UNMARKED LIGHT USE UNITS	71055
2011	DODGE	CHARGER	2B3CL1CG0BH540029	POLICE DEPT. UNMARKED LIGHT USE UNITS	98494
2004	CHEVROLET	AVALANCHE	3GNEK12T34G294807	POLICE DEPT. UNMARKED LIGHT USE UNITS	145691
2008	FORD	F-250	1FTSW21538ED76221	POLICE DEPT. UNMARKED LIGHT USE UNITS	265824
2006	CHEVROLET	SILVERADO	2GCEC13TX61194753	POLICE DEPT. UNMARKED LIGHT USE UNITS	117637

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2006	DODGE	MAGNUM	2D4FV47T16H368830	POLICE DEPT. UNMARKED LIGHT USE UNITS	78452
2008	PONTIAC	G6	2G1WB58K989284861	POLICE DEPT. UNMARKED LIGHT USE UNITS	119769
2013	FORD	RANGER	8AFER5AA3D6145495	POLICE DEPT. UNMARKED LIGHT USE UNITS	17625
2006	KIA	SEDONA	KNDMB23X66057650	POLICE DEPT. UNMARKED LIGHT USE UNITS	136871
2007	CHEVROLET	TAHOE	1GNFC13J97J315323	POLICE DEPT. UNMARKED LIGHT USE UNITS	139281
2011	CHEVROLET	TAHOE	1GNLC2E05BR323510	POLICE DEPT. UNMARKED LIGHT USE UNITS	70744
2011	GMC	SIERRA	1GTN1TE07BZ138775	POLICE DEPT. UNMARKED LIGHT USE UNITS	64964
2010	FORD	F-150	1FTEW1C84AKA27106	POLICE DEPT. UNMARKED LIGHT USE UNITS	124380
2009	CHEVROLET	SILVERADO	26CEC13C181266538	POLICE DEPT. UNMARKED LIGHT USE UNITS	93254
2008	CHEVROLET	SILVERADO	3GCEC13J48G218571	POLICE DEPT. UNMARKED LIGHT USE UNITS	133978
2013	VOLKSWAGON	JETTA	3VW2W1AJ5DM230816	POLICE DEPT. UNMARKED LIGHT USE UNITS	27654
2013	CHEVROLET	SILVERADO 4X4	3GCPKSE74DG266925	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	63398
2013	CHEVROLET	SILVERADO 4X4	3GCPKSE71DG268115	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	88725
2013	CHEVROLET	SILVERADO 4X4	3GCPKSE77DG266921	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	49351
2006	ACURA	TL	19UUA8622BA900998	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	138821
2010	FORD	F-150	1FTEW1C85AFB65746	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	91244
2011	DODGE	CHARGER	2B3CL1CG7BH555711	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	53492
2010	FORD	F-150	1FTEW1C87AFB65747	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	100201
2009	FORD	F-150	1FTPW12V99FA06210	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	36458
2011	DODGE	CHARGER	2B3CL1CG9BH540028	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	40829
2011	NISSAN	MAXIMA	1N4BA41E08C809974	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	142429
2005	FORD	F-150	1FTRX12W35NB31234	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	105276
2005	FORD	F150	1FTRX12W75NB31236	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	106824
2005	FORD	TRUCK	1FTPX14554KC55081	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	188401
2005	FORD	F-150	1FTRW12W45KD47551	POLICE DEPT. UNMARKED ADMINISTRATIVE USE UNITS	143101
2005	FORD	EXPEDITION	1FMPU15595LA84107	POLICE DEPT. MISC USE UNITS	184901
2011	CHEVROLET	TAHOE	1GNSCAE07BR246161	POLICE DEPT. MISC USE UNITS	88064

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2010	FORD	F-150	1FLEW1CW4AFD20124	POLICE DEPT. MISC USE UNITS	97719
2002	FORD	RANGER	1FTYR14U52PA46476	POLICE DEPT. MISC USE UNITS	183376
2001	FORD	F-150	1FTRW076X1KC04326	POLICE DEPT. MISC USE UNITS	219657
2011	FORD	FUSION	3FAHPOGAOBR268777	FINANCE DEPT.	16640
2008	CHEVROLET	SILVERADO 1500	1GCE0190XBE179409	FIRE DEPT. PREVENTION CENTRAL STATION	54736
1997	CHEVROLET	SILVERADO 1500	1GNF16R5VJ372958	FIRE DEPT. PREVENTION CENTRAL STATION	124901
2011	FORD	F-150	1FTVX1CF8BKD26692	FIRE DEPT. PREVENTION CENTRAL STATION	71628
2008	CHEVROLET	SILVERADO 1500	1GCEC19078E178783	FIRE DEPT. PREVENTION CENTRAL STATION	59952
2011	FORD	F-150	1FTVX1CFXBKD26693	FIRE DEPT. PREVENTION CENTRAL STATION	32535
2008	CHEVROLET	CHEYENNE	3GCEK13MX8G302973	FIRE DEPT. PREVENTION CENTRAL STATION	55801
2004	FORD	F-250	1FTNW21L94EC05186	FIRE DEPT. CENTRAL STATION	94617
2007	CHEVROLET	SILVERADO 1500	1GCEC19047Z636271	FIRE DEPT. CENTRAL STATION	63097
2007	CHEVROLET	SILVERADO 1500	1GCEC19067Z638417	FIRE DEPT. CENTRAL STATION	56964
2007	CHEVROLET	SILVERADO 1500	1GCEC19037Z636018	FIRE DEPT. CENTRAL STATION	74894
2002	JEEP	LIBERTY	1J4GK48KX2W123448	FIRE DEPT. CENTRAL STATION	96601
2007	CHEVROLET	SILVERADO 1500	2GCEC130271691044	FIRE DEPT. CENTRAL STATION	71458
2007	CHEVROLET	TAHOE	1GNEC030X7R403425	FIRE DEPT. CENTRAL STATION	174902
2001	FORD	F-250	1FTNX20L31EB81929	FIRE DEPT. CENTRAL STATION	95583
2000	CHEVROLET	SILVERADO 1500	1GLEL19V1Y2261825	FIRE DEPT. CENTRAL STATION	153670
1992	CHEVROLET	SILVERADO 1500	2GCGC29K4N1177135	FIRE DEPT. CENTRAL STATION	151690
2001	FORD	EXCURSION	1FMSU41F71EB88653	FIRE DEPT. CENTRAL STATION	148704
2004	FORD	E-450	1FDXE45P04HA73756	FIRE DEPT. CENTRAL STATION	26241
2001	FORD	F--350	1FD5F34181EB81930	FIRE DEPT. CENTRAL STATION	161435
1998	FORD	F-250	1FTNW21F5XEC51645	FIRE DEPT. CENTRAL STATION	42621
2008	CHEVROLET	2500	1GCHK23608F188116	FIRE DEPT. CENTRAL STATION	128601
2007	CHEVROLET	DURA MAX C4500	1GBE4E3237F409982	FIRE DEPT. CENTRAL STATION	12017
2010	FORD	FUSION	3FAHPOGA2AR242177	COMMUNITY DEVELOPMENT DEPT.	28283
1998	GMC	TRUCK	1GTEC19M8WE533489	COMMUNITY DEVELOPMENT DEPT.	72806
2005	FORDX	F-250	1FTNF20L72EB52079	GOLF DEPT.	146702
1998	FORDX	F-150	1FTZX17W9WKB93376	GOLF DEPT.	142410
2001	FORD	F-150	1FTRF17W01NA97162	GOLF DEPT.	167101
2004	FORDX	TAURUS	1FAFP52U84A17	CITY HALL	64192

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YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT	MILEAGE
2005	FORD	FORD 500S	1FAFP23115G16	CITY HALL	127401
2014	CHEVROLET	TAHOE	1GNSCBE04ER15	CITY HALL EXECUTIVE	42223
2004	FORD	EXPLORER	1FMZU62K34ZA6	CITY HALL EXECUTIVE	61610
2016	CHEVROLET	COLORADO	1GCHSBEAXG1270190	WATER METERS	10467
2010	FORD	RANGER	1FTKR1AD4APA39298	WATER METERS	83776
2013	FORD	F-150 4X2	1FTMF1CM4DKE46263	WATER METERS	62359
2013	FORD	F-150 4X2	1FTMF1CM5DKF27207	WATER METERS	38961
2013	FORD	F-150 4X2	1FTMF1CM6DKE46264	WATER METERS	51972
2010	FORD	RANGER	1FTKR1ED7APA35756	WATER METERS	121133
2010	FORD	RANGER	1FTKR1ED5APA35755	WATER METERS	94872
2010	FORD	RANGER	1FTKR1AD2AP39297	WATER METERS	88617
2010	FORD	RANGER	1FTKR1AD6APA39299	WATER METERS	59743
2008	FORD	RANGER	1FTYR10D58PA60988	WATER METERS	108151
2004	FORD	RANGER	1FTYR10U94PA78355	WATER METERS	142629
2001	FORD	RANGER	1FTYR10U21PB19517	WATER METERS	104610
2013	TOYOTA	TACOMA	5TFNX4CN3DX031000	WATER METERS	52163
2017	CHEVROLET	COLORADO	1GCHSBEA8H1187097	WATER METERS	1625
1999	FORD	F-750	3FEX8012XMA11617	P/W STREETS	71105
2017	FORD	F-550	1FDUF5GT9HEB23674	P/W STREETS	8752
2004	FORD	F-750	3FRXF75U34V685239	P/W STREETS	22126
2000	FORD	F-350 1T	1FDWF3651YEC12936	P/W STREETS	145601
2009	FORD	F-750	3FRXF75E09V155536	P/W STREETS	37621
2009	FORD	F-750	3FRXF75E29V155537	P/W STREETS	44713
2009	FORD	F-750	3FRXF75E49V155538	P/W STREETS	51601
2013	FORD	E350	1FDWE3FL7DDA7	P/W WATER	6851
2010	FORD	F-750	3FRXF7FE0AV27	P/W WATER	22184
2012	FORD	F-750	3FRXF7FE1CV19	P/W WATER	21924

Appendix B City of Mission Specialized Heavy Equipment Inventory

Appendix B City of Mission Specialized Heavy Equipment Inventory				
YEAR	MAKE	MODEL	VIN NO.	DEPARTMENT
2008	Tymco	Sweeper 600	1HTJTSKN79J695765	Streets
2008	Tymco	Sweeper 600	1HTJTSKN99J695766	Streets
2015	Tymco	Sweeper 600	1FVACXDT7FHGM1169	Streets
2015	Tymco	Sweeper 600	1FVACXDT3FHGM1170	Streets
2010	International	7000 series	1HTWNAZT4AJ236129	Water
2017	Freightliner	114SD	1FVHG3CY1HHHW3912	Water