



**NEBRASKA STATE FAIR
REQUEST FOR PROPOSAL
(RFP)**

Vehicle Lease Program



December 4, 2023

NEBRASKA STATE FAIR REQUEST FOR PROPOSAL

Vehicle Lease Program

Nebraska State Fair is requesting sealed proposals from qualified offerors to provide leasing services for a variety of vehicles to be used as sales and operations vehicles for the annual State Fair.

Proposal packets are available and may be obtained by downloading from the State Fair's website at <https://www.statefair.org/request-proposal/>

Proposers are responsible for securing any and all addenda issued.

Responses to this RFP shall be submitted to the Executive Director Nebraska State Fair, 501 E. Fonner Park Road, Grand Island, Nebraska, **no later than 2 PM, January 16, 2024. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The Fair reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the Fair.

Nebraska State Fair encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

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Vehicle Lease

I. INTRODUCTION

Nebraska State Fair desires to find a qualified firm or firms that can provide leasing services for a variety of vehicles to be used for sales and operations of the annual State Fair.

Nebraska State Fair strives to:

- A. Enter into an agreement to trade for sponsorship value, or use a combination of cash and sponsorship value in exchange for use of leased vehicles,
- B. Meet fleet needs through vehicle leases.

It is anticipated that this RFP process will result in one OR may result in multiple contract awards. The RFP document will become part of the final contract. The contract will be issued for a minimum five (5) year period.

II. SCOPE OF WORK or SPECIFICATIONS

Nebraska State Fair has a need to contract with a qualified firm or firms that can provide leasing services for a variety of vehicles, sedans, trucks, SUVs, or vans for the next five years. Vehicles will be used for travel, operations, sales, and promotional purposes by staff members in service to Nebraska State Fair.

Nebraska State Fair is seeking proposals for four (4) vehicles. Model names included for description purposes only:

- 1- 1/2 Ton Truck (F-150, Silverado, Ram, Tacoma, Titan)
- 1- 3/4 Ton Truck (F-250, Silverado, Ram, Tacoma, Titan)
- 1- Small to mid-size SUV (Traverse, Explorer, Highlander, Pathfinder, Grand Cherokee)
- 1- Full size SUV (Tahoe, Expedition, Escalade, Yukon)

The lease term will be for sixty (60) months with mileage allowance for at least eighteen (18) thousand miles annually. All vehicles must be covered by factory warranty.

All vehicles must have air conditioning, automatic transmissions, cruise control, towing package if applicable, and appropriate safety and entertainment equipment.

All vehicles will be fully insured under a policy maintained by Nebraska State Fair

III. RESPONSE TO RFP

Nebraska State Fair will accept proposals from firms capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
3. Financial Proposal - A detailed breakdown of the proposed costs, trade values, and timeframes to complete the project.
4. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.

B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages.

C. For Fair record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:

- a. Submitted as loose leaf with binder clip
- b. Submitted in a regular 3-ring binder

D. Proposals submitted to Nebraska State Fair are considered public records, unless considered protected by state law.

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

- | | |
|-----------------------------------|-----|
| A. Capability and experience | 15% |
| B. Vehicle appropriately equipped | 15% |
| C. Cost / fee proposal | 70% |

The selection committee will primarily be composed of Fair employees.

On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Nebraska State Fair policies and procedures. Nebraska State Fair reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Nebraska State Fair may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

V. SUBMISSION OF PROPOSALS

By January 16, 2024, no later than 2 PM, proposers shall submit two (2) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name “ State Fair Vehicle Lease”

If the Proposal is submitted by mail or other delivery service, it must be addressed to the Executive Director-Vehicle Lease Nebraska State Fair, P. O. Box 1387, Grand Island, NE 68802. It must be received prior to the submission deadline.

The Proposal may also be hand-carried to the Nebraska State Fair Administrative Office, 2nd Floor Nebraska Building, 501 E. Fonner Park Road, Grand Island, NE 68801.

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

State Fair offices are closed on holidays.

VI. CONTACT INFORMATION

For any questions related to this RFP, please contact the Nebraska State Fair Marketing Office via email contact@statefair.org or at (308) 382-1620.

The question-and-answer period ends at 3 PM on January 10, 2024.

VII. RFP SCHEDULE

Nebraska State Fair will follow the timetable below. Nebraska State Fair reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment.

EVENT	TARGET DATE
Open RFP Process	December 4, 2023
1 st Ad – Grand Island Independent	December 4, 2023
2 nd Ad - Grand Island Independent	December 18, 2023
Last day for Q&A	January 10, 2024; No later than 3 PM
RFP Response Deadline	January 16, 2024; No later than 2 PM
Committee Review and Selection process	Completed no later than March 1, 2024
Contract Start Date	June 1, 2024

VIII. GENERAL TERMS AND CONDITIONS

- A. Nebraska State Fair reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- B. Nebraska State Fair will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- C. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Nebraska State Fair assumes no liability for any costs incurred by offerors throughout the entire selection process.

- D. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Nebraska State Fair and will not be returned to the offeror.
- E. Conflict of Interest – No member, officer, or employee of Nebraska State Fair, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Nebraska State Fair policy.
- F. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price for any offeror or to fix any overhead, profit or cost estimate of any proposal price.

IX. ADDITIONAL INFORMATION

It is understood and agreed that Nebraska State Fair will use the winning contractor(s) service departments for any warranty or non-warranty repairs and maintenance during the life of this agreement. Nebraska State Fair will return leased property in substantially the same condition it was offered, minus allowances for reasonable wear and tear as common to commercial vehicle leases. Nebraska State Fair will be allowed, at its own expense, to install a vehicle wrap on each of the leased vehicles. The wrap will be removed at the end of the agreement.

X. SPONSORSHIP LEASE AGREEMENT

- A. Contractor will declare a mutually agreeable cash value for the vehicles offered in this lease agreement. State Fair reserves the right to convert this agreement to a cash lease with monthly payments, to entertain a proposal for a half cash/half trade arrangement or provide a mutually agreeable sponsorship value to the contractor in lieu of cash for term of the lease.
- B. The RFP response should contain a financial program most beneficial to the State Fair.
- C. If offered, Nebraska State Fair seeks a discount for early payment.