



City of Hendersonville, NC

Request for Proposal # 20221008004

Installment Financing Agreement

For Purchase of Vehicles and Equipment

Date Issued: December 17, 2021

Bid Opening Date: January 18, 2022 at 12 PM EST

Direct all inquires concerning this RFP to:

John Buchanan

Finance Director

jbuchanan@hvlnc.gov

828-233-2880



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I. Purpose and Background

The purpose of this Request for Proposals (RFP) is to obtain proposals financial institutions for an installment financing agreement (“Agreement”) in the principal amount not to exceed \$639,440 for the purchase of the capital equipment listed in Section III. The City is soliciting your proposal to provide financing subject to the terms and conditions set forth in this Request for Proposal.

II. Procurement Process

2.A Timeline/Schedule

- Release of RFQ: December 17, 2021
- Deadline for Vendor Questions: January 5, 2021
- RFP Due Date: January 18, 2022
- RFP Last Date of Addendum: None
- Anticipated Award Date: TBD
- Effective Contract Date: TBD

2.B Interpretations and Clarifications

Requests for information or clarification of this RFP must be made in writing and addressed to John Buchanan at the address or e-mail address listed below. E-mail is the preferred method of communication. RFP Number, Page Number (if applicable), and Topic of Question should be addressed.

John Buchanan
 Finance Department
 160 Sixth Avenue E
 Hendersonville, NC 28792
 E-mail: jbuchanan@hvlnc.gov

Per Section 2.A, all questions must be received by January 5, 2022. The answers to questions submitted that require a response will be available to all vendors in the form of an addendum via e-mail. There will be no last date of addendum for this solicitation.



2.C Submission of RFP

Your proposal must be received by 12:00 pm on January 14, 2022, email submission is preferred. Please email to jbuchanan@hvlnc.gov and include RFP # 20221008004 as the subject. To submit by mail, use the following address.

City of Hendersonville
160 6th Avenue East
Attn: John Buchanan
Hendersonville, NC 28792

Proposals must specify at a minimum the following information.

1. The term of the financing.
2. The interest rate.
3. The terms of repayment. Please attach a sample amortization schedule.
4. Proposed terms for optional prepayment.
5. A list of all additional costs to be associated with this transaction. State whether or not any of such fees or expenses will be capped.
6. A statement to the effect that the bank agrees to the contract specifications set forth in Part B of this Request for Proposal.
7. Proposed collateral to secure financing and the method for creating the lien or security interest in such collateral.

The City reserves the right to request additional information from the bidders and reserves the right to reject all proposals and to waive any irregularities or informalities. Although the selection will be based substantially on lowest total financing cost (including both interest cost and upfront fees and expenses), the City reserves the right to select the bidder that best meets the needs of the City.



III. Required Specifications

3.A Pertinent Information

The items and estimated costs to be financed are as follows:

Vehicles and Equipment	Quantity	Estimated Cost
2021 Dodge Durango SSV w/Installed Equipment	8	\$430,878.00
2021 Dodge Ram 1500 SSV w/Installed Equipment	1	\$30,864.00
2022 Ford Transit 350 Van	1	\$36,089.00
2021 Dodge Ram 2500	2	\$100,700.00
2021 Dodge Ram 3500	1	\$40,909.00
Total Estimated Cost		\$630,440.00

The financing will be **Non-Bank Qualified**.

3.B Contract Specifications

1. The desired amount of the financing is not to exceed \$639,440.
2. The desired term of the financing is 4 years.
3. Level installment payments are to be made semi-annually in arrears (both principal and interest).
4. City desires first payment to be in July 2022.
5. The interest rate(s) shall be fixed for the term.
6. The City desires to close the transaction no later than February 18, 2022.
7. Prepayment terms will be negotiated between the City and the successful bidder. The City desires prepayment of principal at any time without penalty.
8. The collateral security for the installment financing would be a security interest in the vehicles and equipment. No deficiency judgment may be rendered against the City for breach of a contractual obligation under the Agreement. The City's obligation to make the debt service payments under the Agreement do not constitute a pledge of the City's full faith, credit and taxing power but will be subject to annual appropriation by City Council.
9. The Agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the installment financing agreement.