**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Bureau of Business Management / Division of Procurement Services*



**REQUEST FOR INFORMATION**

**RFI#201808160**

**Leasing Options for Seasonal Vehicles and Off-Road Machines**

|  |  |
| --- | --- |
| **RFI Coordinator** | *All communication regarding this RFI must be made through the RFI Coordinator identified below*.  **Name:** Donny Crockett **Title:** Procurement Analyst II  **Contact Information:** [Donny.Crockett@maine.gov](mailto:Donny.Crockett@maine.gov) |
| **Submitted Questions Due** | *All questions must be submitted to the RFI Coordinator identified above by:*  **Date:** September 7, 2018, no later than 5:00 p.m., local time |
| **Response Submission** | **Submission Deadline:** September 21, 2018, no later than 5:00 p.m., local time  **Submit to:** [Donny.Crockett@maine.gov](mailto:Donny.Crockett@maine.gov) |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Administrative and Financial Services**

**RFI#201808160**

**Leasing Options for Seasonal Vehicles and Off Road Machines**

The State of Maine, Department of Administrative and Financial Services, is seeking information regarding leasing options for seasonal vehicles and off-road machines such as boats, snowmobiles, ATV/UTV, tractors, snowmobiles, backhoes, etc.

A copy of the RFI, as well as the Question & Answer Summary and all other related documents to this RFI, can be obtained at the following website: <http://www.maine.gov/purchases/venbid/rfp.shtml>

Responses must be submitted to: [Donny.Crockett@maine.gov](mailto:Donny.Crockett@maine.gov) and be submitted by 5:00 pm, local time, on September 21, 2018.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFI DEFINITIONS / ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

|  |  |
| --- | --- |
| **ATV** | All-Terrain Vehicle |
| **Department** | Department of Administrative and Financial Services |
| **FOAA** | Maine Freedom of Access Act |
| **RFI** | Request for Information |
| **RFP** | Request for Proposal |
| **Respondent** | Any individual or organization submitting a response to this RFI |
| **State** | State of Maine |
| **UTV** | Utility Terrain Vehicle |

**State of Maine - Department of Administrative and Financial Services**

**RFI#201808160**

**Leasing Options for Seasonal Vehicles and Off Road Machines**

# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The Department of Administrative and Financial Services (Department) is seeking information regarding leasing options for seasonal vehicles and off-road machines from interested parties as defined in this RFI document. The term seasonal would be different by each using agencies usage. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

The State of Maine is seeking information regarding leasing seasonal vehicles and off-road machines, including, but not limited to, vehicles, boats, snowmobiles, ATV/UTV, tractors, snowmobiles, backhoes, etc. There is currently a contract in place for *Kubota* style work UTVs. For this RFI, we are seeking information regarding recreational UTVs only.

Based on the knowledge received, it may open an opportunity to release a formal solicitation and/or pilot a leasing opportunity with one or more state agencies.

## B. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
6. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).

<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

1. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

# **PART II INFORMATION SOUGHT**

The Department seeks information regarding leasing options for seasonal vehicles and off-road machines (vehicles, boats, snowmobiles, ATV/UTV, tractors, snowmobiles, backhoes, etc.) and welcomes responses, to creative suggestions, and feedback to find the best value ensuring cost-effective, efficient, reliable, and high-quality products. Respondents are not required to submit responses pertaining to every question, but the Department encourages interested parties to respond to any or all relevant aspects of the RFI.

The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and familiarity with the subject matter. **As this is not a competitive RFP process,** **Respondents should not provide any specific cost or customized pricing documentation in their response.**

Some off-road sample specifications of recent bids are provided in **Appendix C.**

1. **General Information**
2. Provide a brief overview of your organization
   1. Please identify yourself and any organization you represent in this RFI.
      1. Name of respondent
      2. Organization and affiliation
      3. Address (organizational, if responding on behalf of an entity)
      4. Contact information (phone number(s) and email address)
   2. Please identify your experiences in providing leasing or rental programs.
3. **Feedback Requested**

The Department is seeking the following information regarding leasing or rental programs for the products mentioned above:

* 1. Are there businesses who offer a leasing or rental program?
  2. Identify the specifications for a leasing and / or rental program including all vehicles, goods, maintenance, and other items that are offered under this program.
  3. Is there a standard definition of a long-term lease? If so, what is it. If not, what are some of the definitions.
  4. What is the difference between a rental vs. a long-term lease? Which would be more beneficial to the state and why?
  5. Identify the benefits and challenges to a leasing and/or rental program.
  6. Are there 3rd party entities involved that we should be aware of?
  7. What is the process for the state to enter a leasing/renting arrangement? Identify the following in the response:
     1. Cost structure
     2. Down payments
     3. Billing cycle (e.g. – monthly, quarterly, annually, etc.)
     4. Insurance requirements
     5. Maintenance fees
     6. Contract period
  8. What is the process to terminate a leasing/renting arrangement?
  9. Are there any considerations to offload currently owned inventory?

## Attachments

The following documents should be attached to the back of each submitted response in the order as numbered below:

* 1. sample lease / rental agreement

**PART III KEY RFI PROCESSES AND EVENTS**

1. **Questions**

**1. General Instructions**

1. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
2. Interested parties should use **Appendix B** – Submitted Questions Form – for submission of questions.
3. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
4. Submitted Questions must include the RFI Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary**

Responses to all questions will be compiled in writing and posted on the following website: <http://www.maine.gov/purchases/venbid/rfp.shtml>. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

1. **Submitting the Response**
2. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

1. **Response Format**

Responses to this RFI may be developed in a manner that suits the respondent. A list of key questions is included within the RFI and all submissions, regardless of format will be reviewed. Respondents are asked to be brief and to respond to as many questions as possible within the RFI. Number each response to correspond to the relevant question or instruction of the RFI to allow comparison and clarity.

# **PART IV REVIEW OF RESPONSES RECEIVED**

# **General Information**

1. The Department will review responses received for the purpose of gathering information and market research. The Department will not score or rate responses received.
2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

# **PART V LIST OF RFI APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Response Cover Page
2. Appendix B – Submitted Questions Form
3. Appendix C – Off Road Sample Specifications of Recent Bids

**APPENDIX A**

**STATE OF MAINE**

**Department of Administrative and Financial Services**

## RESPONSE COVER PAGE

**RFI#201808160**

**Leasing Options for Seasonal Vehicles and Off Road Machines**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lead Point of Contact - Name/Title:** | | |  | | |
| **Organization Name (if applicable):** | | |  | | |
| **Tel:** |  | | **Fax:** |  | |
| **E-Mail:** |  | | **Website (if applicable):** | |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |

**APPENDIX B**

**State of Maine**

**Department of Administrative and Financial Services**

**SUBMITTED QUESTIONS FORM**

**RFI#201808160**

**Leasing Options for Seasonal Vehicles and Off Road Machines**

|  |  |
| --- | --- |
| **Organization/Responder’s Name:** |  |

|  |  |
| --- | --- |
| **RFI Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFI, state “N/A” under “RFI Section & Page Number”.*

*\*\* Add additional rows, if necessary.*

**APPENDIX C**

**State of Maine**

**Department of Administrative and Financial Services**

**OFF ROAD SAMPLE SPECIFICATIONS OF RECENT BIDS**

**RFI#201808160**

**Leasing Options for Seasonal Vehicles and Off Road Machines**

**2018 Polaris Sportsman 570 EPS Utility Edition Ghost Gray** (ProStar 567cc, 4 stroke engine)

Blue Light LED Package

Liquid Cooled

True On-Demand AWD/2WD

Standard Braking system

Electronic Fuel Injection

44 HP

MacPherson Strut w/8.2” travel

Automatic PVT P/R/N/L/H Geared Down; Shaft Driven

Steel Racks w/Heavy Duty Dual Rear Work Trays

HD Steel Front Bumper

Steel Front Lower Bumper

12V Dash Switchable Rear Utility Power Outlet

HD 6-Ply Tires

Work-Specific Lower Gear Ratio

Front & Rear Receiver Hitch

Rear Multi Hitch for Ball and Pin

Hitch Towing Rating Front: 850 lbs., Rear:1225 lbs.

Polaris HD 3,500 lb. Winch Installed

**2018 Polaris Ranger XP 900 EPS Package** (Sage Green, 4-Stroke, 2 Cylinders, 875 cc Engine)

Blue Light LED Package

Polaris hard Poly Roof Installed

Polaris Glass Windshield Installed

Polaris Rear Poly Panel Installed

Polaris Soft Doors Installed

Polaris 4500 lb. Winch Installed

Fuel Injected

Carlisle 489: 25x10-12 Front Tires

Carlisle 489: 25x11-12 Rear Tires

CVT Transmission

Shaft Driven w/Reverse

Hydraulic Front & Rear Disc Brakes

3 Seats, 1342 Lbs. Dry Wt., 10 gal. Fuel Capacity

Halogen headlights (Standard)

**2019 Ski-Doo Expedition Sport** (Rotex 900 ACE 4-stroke engine)

Blue Light LED Package

OEM Bombardier Factory Covers

Extra Bombardier Factory Belt

(2) Mirrors

Hitch

12 volt plug-in

Studs or screws package W/ tunnel protectors

Bombardier Scratchers (not cables, for slider lubrication on ice)

**2019 Ski-Doo Renegade Sport** (Rotex 600 ACE 4-stroke engine)

Blue Light LED Package

OEM Bombardier Factory Covers

Extra Bombardier Factory Belt

(2) Mirrors

Hitch

12 volt plug-in

Studs or screws package w/ tunnel protectors

Bombardier Scratchers (not cables, for slider lubrication on ice)

**2019 Ski-Doo Expedition LE** (Rotex 900 ACE 4-stroke engine, 20” track)

Blue Light LED Package

OEM Bombardier Factory Covers

Extra Bombardier Factory Belt

(2) Mirrors

Hitch

12 volt plug-in

Studs or screws package w/ tunnel protectors

Bombardier Scratchers (not cables, for slider lubrication on ice)

**Bird Group Boat Specifications**

18 Foot Marine Grade Aluminum Boat

Modified “V” Hull Type

Suitable Single Axle Standard Boat Trailer with Lights and Bunks

115hp 4 Stroke Outboard

Side Console Seating and Steering/Operation Profile

GPS Navigational System with Depth Recorder/Fish Finder

Standard Instruments: Speedometer, Tachometer, Voltmeter, Fuel Gauge, Tilt/Trim

Standard and Appropriate Navigational Lights

In-Line Fuel Separator Filter

VHF Radio and Antenna

Preferred Color: Shadowgrass or Hunter Marsh Grass-Like

Bilge Pump

Built-In Fuel Tank

**Response Jon Boat Bid Specification**

Hull: 2018 (or newer) Tracker Grizzly 1860 John Boat (Model: 1860 MVX Jon)

Motor: 2018 (or newer) Yamaha or Mercury 40 or 50 Horsepower Tiller Steer, Propeller Driven. Must include Power Trim and Tilt and Electric Start with Battery.

Trailer: 2018 (or newer) Roller or Bunk Style Sized to Accommodate the Boat, Motor and an additional 1000 Pounds of Cargo. Must Include all Required Lighting and Brakes if necessary.

Accessories: Installed Electric Bilge Pump Appropriately Sized Hard Wired to Battery.

Boat Cover, Sized and Fitted to Hull