



## RFP No. 412-2012-1

### REQUEST FOR PROPOSALS

## 2012 Equipment Lease-Purchase Financing

**Due:**

February 2, 2012  
No later than 2:00 P.M.

**Deliver to:**

Office of the City Manager  
City Hall

58 Opera House Square  
Claremont, NH 03743

603-542-7026 x1015

603-542-7014 Fax

[mwalter@claremonth.com](mailto:mwalter@claremonth.com)

[www.claremonth.com](http://www.claremonth.com)

# 2012 Equipment Lease-Purchase Financing City of Claremont NH

VENDOR NAME: \_\_\_\_\_

VENDOR  
ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(If different from above) \_\_\_\_\_

TELEPHONE NO.(\_\_\_\_\_) \_\_\_\_\_ FAX NO.(\_\_\_\_\_) \_\_\_\_\_

FEDERAL ID NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the bidder. I further state that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

# 2012 Equipment Lease-Purchase Financing City of Claremont NH

*PROPOSAL PROCEDURES MUST COMPLY WITH THE PROVISIONS OF NH LAW*

## SCOPE OF WORK

### **PURPOSE:**

The City of Claremont, NH (the "City"), is requesting proposals from various banks and financial institutions for **\$468,000** tax-exempt lease-purchase financing for certain equipment described herein. The City invites interested parties to submit a proposal to finance the equipment giving your lowest available rate of interest and other conditions of such financing.

### I. Structure of Lease

- (a) Amount to be Financed: \$468,000. The City retains the option to increase or reduce the total amount to be financed by up to 5%.
- (b) Payments: Five (5) approximately equal annual payments to the lessor payable upon signing.
- (c) Guarantee of Rates: All rates, costs and other terms of the proposal must be guaranteed from the date of your proposal to the closing date (on or before February 24, 2012).
- (d) Equipment: See attached Exhibit A.
- (e) Form of Equipment Lease-Purchase Agreement: Your proposed form of Equipment Lease-Purchase Agreement ("Lease Agreement") should be submitted with your bid.
- (f) Non-appropriation: A non-appropriation provision must be included in the Lease Agreement.
- (g) Deficiency Judgment: There can be no deficiency judgment against the City nor can the full faith, credit and taxing power of the City be pledged.
- (h) Title: Title to the vehicles will be in the name of the City subject to the bidder's rights under the Lease Agreement.
- (i) Acquisition Account: The bidder must wire transfer the full amount of the financing (\$468,000) in U.S. funds to the City on the day of closing. If a bidder requires that the acquisition account be held by it or its designee, the bidder should so indicate in its proposal. Otherwise, the City retains the right to designate a bank to act as custodian of the acquisition account.
- (j) Costs of Issuance: All such costs relating to the preparation of the Lease Agreement and fees are to be borne by the respective parties.
- (k) Coverage Against Loss: The City will provide coverage against loss on all equipment subject to financing in amounts no less than the value of the equipment.
- (l) Lease Agreement Designated As Qualified Tax-Exempt Obligations: The City will designate the Lease Agreement as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal

# 2012 Equipment Lease-Purchase Financing

## City of Claremont NH

Revenue Code of 1986 relating to the ability of financial institutions to deduct from income for federal income tax purposes interest expense that is allocable to carrying and acquiring tax-exempt obligations.

(m) Closing: The City expects to accept the successful proposal on February 08, 2012, and close the transaction on or about February 24, 2012.

(n) Proposals should include: the name, address, telephone number of your institution; the primary contact; and identity of legal counsel, if any.

(o) Any proposal must be accompanied with a list of all requirements and conditions associated with its proposal.

(p) All proposals should indicate the interest rate for the lease term and include an amortization schedule showing annual payment amounts for the term of the financing, as well as disclosure of all other financing costs, if any, that may be assessed during the term of the financing.

### III. Evaluation of Proposals and Award

After the proposals are received, they will be evaluated by the officials of the City based on various factors, including the interest rate, proposed form of the Lease Agreement and acquisition agreement. The City reserves the right to reject any and all proposals or to waive irregularities in any proposal.

This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of qualifications and proposals submitted, or to procure or contract for the services. The City reserves the right to accept or reject any, all, or any part of offers received as a result of this request, to negotiate with all qualified Vendors, or to cancel in part or in its entirety this Request for Proposals if it is in the best interest of the City.

IV. Legal Opinion. The execution and delivery of the Lease Agreement is subject to the approving opinion of City Solicitor, Jane F. Taylor, Esq.

If you should have any questions regarding this Request for Proposals, you should contact:

City Finance Director

Mary Walter

Phone: 603-542-7026 x1015

E-mail: [finance@claremontnh.com](mailto:finance@claremontnh.com)

Jane F. Taylor

Legal Counsel

Phone 603-542-7014

e-mail: [jtaylor@claremontnh.com](mailto:jtaylor@claremontnh.com)

# 2012 Equipment Lease-Purchase Financing City of Claremont NH

## CONFIDENTIALITY

By submitting a proposal in response to this solicitation, a respondent acknowledges that the City of Claremont is a governmental entity subject to NH Public Records Law. The respondent further acknowledges that any material or documents provided to the City of Claremont may be "public record" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute.

## PROJECTED SCHEDULE

Deadline for Questions	January 30, 2012
Proposal Due Date	February 2, 2012
Evaluation Committee Short List Meeting	February 3, 2012
Vendor Presentations (if necessary)	n/a
City Council Approval	February 8, 2012
Anticipated Closing Date	February 24, 2012

## EXHIBIT A

### LIST OF EQUIPMENT

1. Highway - F250 Truck	\$	36,000.00
2. Utilities - F350 Truck	\$	38,000.00
3. Utilities - F550 Truck	\$	90,000.00
4. Highway - F550 Truck	\$	90,000.00
5. Highway - Dirt Roller	\$	30,000.00
6. Utilities - I/N 7400 Dump Truck	\$	140,000.00
7. Parks & Recreation - 35 HP Tractor	\$	32,000.00
8. Parks & Recreation - Zero Turn Mower	\$	12,000.00
Total Lease Purchase Amount	\$	468,000.00

# 2012 Equipment Lease-Purchase Financing City of Claremont NH

## ADDENDA NOTIFICATION FORM

RFP NO. FIN 2012-1

### EQUIPMENT LEASE-PURCHASE FINANCING

The City will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Finance Director determine if addenda were issued, acknowledging and incorporating it into their proposal. If it becomes necessary to revise any part of this request for proposals, an addendum will be posted on the City's website at [www.claremontnh.com](http://www.claremontnh.com). It is the responsibility of the Vendor to check the website for addendum up to the time of the proposal closing.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Bidder acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 603-542-7014, attention Mary Walter, Finance Director. This form may also be completed, scanned and e-mailed to Mary Walter at [finance@claremontnh.com](mailto:finance@claremontnh.com).

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_