



Request for Information (RFI) 13601

Fleet Vehicle Leases

IOWA DEPARTMENT OF TRANSPORTATION
Office of Finance, Purchasing Section

Information must be received no later than

February 3, 2015

1 p.m. Central Time

*For information about the notice
Interested persons shall contact only:*

Zach Gillen
800 Lincoln Way
Ames, Iowa 50010
Phone: 515-239-1347
Fax: 515-239-1538
E-mail: zachary.gillen@dot.iowa.gov

Section 1.0 Purpose

1.1 Purpose for the RFI

The intended purpose of the Request for Information (RFI) is to allow interested vendors an opportunity to present information of availability of products or services that meet the specification outlined below. The information provided by vendors will be used by the Iowa DOT to identify ...

This is not a Request for Proposal (RFP) where *bidders* respond with a specific solution to Iowa DOT specifications including cost. An RFP process is a separate process with further defined requirements.

If cost is requested in an RFI, it will be for budget purposes only.

1.2 Relevant Dates

Issuance of RFI – January 20, 2015

Submittal of questions by vendors - January 26, 2015.

Iowa DOT responses to vendor questions deadline -January 26, 2015– as they are received. Questions asked and responses will be shared with all vendors.

RFI response by vendor deadline - January 29, 2015.

1.3 Overview

The Iowa DOT is seeking information on...

The goal of the RFI is to see what lease options are available for the fleet sedans and vans.

Section 2.0 Definitions

Iowa DOT: The Iowa Department of Transportation

RFI: Request for Information

Section 3.0 RFI Responses

3.1 Response

Vendors are requested to submit a response to this request for information as described herein.

Responses to this RFI may qualify Vendors to participate in any formal Request for Proposal (RFP) process if the Iowa DOT issues a bid opportunity for this request.

3.2 Submittal instructions

Vendors shall submit responses to the following information in order.

All RFI's shall be submitted electronically. A signed transmittal letter on the Vendor's letterhead shall include all company and contact information.

Budgetary cost shall be submitted by general price ranges with their cost information, where applicable, to be used for reference only. No formal quotations shall be received or awarded in the RFI process.

No awarded contract shall be issued from the RFI process. Submitting a response to this RFI is optional. Submitted RFIs shall in no way bind the Iowa DOT or any other agency to any purchase for any reason. The RFI is for information gathering purposes only. All information provided by Vendors shall be at no cost and without obligation to the Iowa DOT.

3.3 Questions and Requests for Clarification

Vendors interested in responding to this RFI may submit questions or requests for clarification. All questions or requests must be submitted by E-mail to Zach Gillen listed on the RFI cover page.

The Iowa DOT will respond to the vendor questions as timely and as appropriately as possible and in accordance to the outlined timeline in Section 2.

3.4 Review of RFI responses

RFI responses will be reviewed by the requesting Iowa DOT business unit and Purchasing Section. Review of submitted responses to the RFI will assist in the potential bid opportunity for the procurement of the goods and/or services sought by the agency.

3.5 Copyright

By submitting a response, the Vendor agrees that the Iowa DOT may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Vendor represents that such copying will not violate any copyrights in the materials submitted.

3.6 RFI ownership

Once received, submitted Vendor responses become the property of the Iowa DOT.

3.7 Vendor Responsibilities

Vendor shall submit information pertaining to long term leases on sedans and vans.

Section 4.0 Specifications

Iowa Department of Transportation is seeking the following information.

1. What yearly increments do you offer leases? DOT is interested in 1-5 years.
2. Payment options – Ex. Monthly, quarterly, bi-annual, annual.
3. What other types of fees may be associated with a lease?
4. Is regularly scheduled maintenance at a local dealership included in payment?
5. Are there interest rates associated with leasing and how are those included in payments?
6. Are there mile restrictions per year or total length of lease?
7. Are there buyout options at the end of the lease?
8. Once the lease is complete, do we return the vehicle at no charge to the DOT?
9. If you are on a lease, are you required to carry insurance provided through the leasing company or is it ok that the Iowa DOT is self-insured?