

Calhoun County Community Mental Health Authority  
(Summit Pointe)

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**REQUEST FOR PROPOSAL**  
**FOR FLEET MANAGEMENT SERVICES**

RFP 18-002

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*Submitted May 21, 2018*

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## Section One: General Information

### 1.1 Purpose of RFP and Invitation

Summit Pointe is seeking written proposals for the services of a highly qualified firm to develop, implement, and manage a fleet maintenance program.

**Proposals will be accepted until 5:00 p.m. (EST) on June 22, 2018.** Submittals should be addressed to:

Brad H. Sysol  
General Counsel  
[bhs@summitpointe.org](mailto:bhs@summitpointe.org)

Written responses and all supporting materials must be submitted via email as PDFs.

### 1.2 Description of Summit Pointe

Summit Pointe is a community mental health authority that provides mental health, developmental disability, and substance use disorder services throughout Calhoun County. Calhoun County is located in southwestern Michigan midway between Chicago and Detroit. Summit Pointe is a governmental entity with a 12-member Board of Directors with its day-to-day operations managed by a Chief Executive Officer and her leadership team. Its principal administrative offices and three other facilities are located in the city of Battle Creek. It also has an office in Albion, Michigan.

Summit Pointe currently manages, internally, a fleet of 18 vehicles (10 leased and 8 owned). Some of these vehicles are used by Summit Pointe's Case Managers, who use them to meet with customers at their homes or transport them within the local community to assist with various daily life activities. Others are used by Summit Pointe's maintenance staff for facility management. On average, vehicle used by Case Managers are driven approximately 17,000 to 20,000 miles per year, and vehicles used by maintenance personnel are driven approximately 12,000 to 15,000 miles per year.

### 1.3 Contact Point for Communications

Contact Name: Brad H. Sysol  
Contact Title: General Counsel  
Email: [bhs@summitpointe.org](mailto:bhs@summitpointe.org)

- Questions or requests for additional information regarding this RFP must be received in writing **no later than 12:00 p.m. (EST) on June 4, 2018.**
- ***Questions or requests for information must be provided by email only. No phone calls will be accepted or returned regarding the RFP.***
- Should you have problems submitting emails to Brad Sysol, call 269-966-1460 for

assistance.

## 1.4 Response Time Line

Activity	Timeline
Issuance of RFP:	5/21/18
Vendor questions regarding the RFP (via e-mail):	6/4/18
Posted answers to vendor's questions ( <a href="http://www.summitpointe.org/Pages/RFPS.aspx">http://www.summitpointe.org/Pages/RFPS.aspx</a> ):	6/15/18
Proposals due to Summit Pointe:	6/22/18
Review of proposals and vendor presentations (if needed):	Week of 7/9/18
Vendor selection	7/27/18
Board Approval (if needed)	8/7/18

## Section Two: Rules Governing Proposals

### 2.1 Preparation Costs

Summit Pointe shall not be responsible for proposal preparation costs, nor for the costs, including but not limited to attorneys' fees, associated with any administrative, judicial or other type of challenge to the determination of the selected proposer or award of the contract, rejection of the proposal, or cancellation of this RFP. By submitting a proposal, each respondent agrees to be bound in this respect, waives all claims to cost or fees, and consents to the exclusive jurisdiction to courts in the state of Michigan for any such proceedings.

### 2.2 Public Information

As a governmental entity, Summit Pointe is subject to and must comply with the Michigan Freedom of Information Act. Accordingly, the content of all proposals will be kept confidential throughout the selection process. But after a selection under this RFP, all submittals shall be considered public records and information, and made available for inspection and copying upon a proper request under Michigan's FOIA.

### 2.3 Disposition of Proposals

All materials submitted in response to this RFP shall become the property of Summit Pointe immediately upon submission.

### 2.4 Modification of Proposals

Modifications of proposals will not be accepted by Summit Pointe, even if presented or submitted

prior to the deadline for submissions to this RFP.

## 2.5 Late Submissions

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer without review and without Summit Pointe retaining a copy.

## 2.6 Acceptance / Rejection of Submittal

Summit Pointe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented that meets or exceeds these specifications and which is deemed in the best interest of Summit Pointe. However, the requirements for timeliness shall not be waived. Summit Pointe also reserves the right to discontinue or cancel the RFP process at any time and for any or no reason, in whole or in part, including, but not limited to, the selection schedule, submittal date, and submittal requirements. The right to amend this RFP, giving equal information and cooperation to all vendors, is also reserved.

## 2.7 Proposal Review

It is the intent of Summit Pointe to conduct a comprehensive, fair and impartial evaluation of the proposals received in response to this RFP. Only firms meeting the mandatory criteria will have their proposals evaluated and scored. Following an initial evaluation process by a committee of individuals representing Summit Pointe, the committee may elect, in its sole discretion, to ask certain respondents to interview before the committee. The purpose of the interviews is to allow the firms selected to further expand upon and discuss their written submissions.

Summit Pointe reserves the right to award the vendor that it believes, in its sole discretion, best meets the needs of the organization. Summit Pointe also reserves the right to request additional information or clarification from vendors at any time during the RFP process.

## 2.8 Acceptance of Proposal Content / Contract

RFP responses of selected vendor may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection, and the vendor may be required to reimburse Summit Pointe for damages incurred.

The firm selected will be required to enter into a Professional Services Agreement for this project with Summit Pointe with a one-year term. Any contract resulting from this RFP shall not be effective unless, and until, approved by Summit Pointe's Board of Directors at a meeting open to the public. *The execution of any contract pursuant to this RFP is expressly conditioned upon approval by the Summit Pointe Board of Directors.* Before Summit Pointe executes a contract, the selected firm shall furnish Summit Pointe certificates evidencing insurance, as required by Summit Pointe. Summit Pointe shall be named as additional insured. Certificates of Insurance must be accompanied by the applicable endorsements for the specific policy. **Any contract that**

**results from this RFP will be a non-guaranteed amount contract, and Summit Pointe will reserve the right to order any amount of services, or none at all, from the vendor selected as it deems in the best interest of Summit Pointe. Summit Pointe will either award a sole-source contract to a vendor that can provide all services related to fleet management, or to multiple vendors that can demonstrate an effective and efficient partnership pertaining to the delivery of fleet services.** Any contract awarded will be for no more than a term of one (1) year or through the end of its next fiscal year (Sept. 30), and expressly conditioned upon adequate funding of Summit Pointe by the federal and state programs it administers.

The contract awarded shall also be governed in all respects by the laws of the state of Michigan, and any litigation related to the contract of this RFP shall be brought in the state of Michigan, with venue in the U.S. District Court for the Western District of Michigan or the state courts in Calhoun County, Michigan.

## **2.9 Non-Discrimination**

Summit Pointe vendors shall not discriminate with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the vendor's ability to perform the duties of a particular job or position. The vendor shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations.

## **2.10 Non-Collusion**

The vendor certifies that this proposal has not been made or prepared in collusion with any other vendor and the prices, terms or conditions thereof have not been communicated by or on behalf of the vendor to any other firm and will not be so communicated prior to the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.

## **Section Three: Qualifications and Compensation (Minimum Information for Submittals)**

To assist in the evaluation of potential firms / consultants, please provide the following information in your submittal to this RFP:

1. Firm name, address and contact information.
2. A brief history of your firm, including type, size, volume of business, number of employees, locations, number of years in business and business philosophy. Please also identify where the account management team for Summit Pointe would be located and the names of the individual(s) who would manage the account.
3. Names and titles of all principals / officers of the firm.
4. Qualifications, related experience and a minimum of three references.
5. Detailed description of the fleet management services offered by your firm, by way of

- example and not limitation, open-ended lease programs, maintenance programs, physical damage programs, vehicle resale process, and the ability to sell vehicles in Summit Pointe's current fleet, and the cost of each service or service pricing methodology used, including any and all fees and costs that are charged to your clients.
6. Does your firm provide a GPS tracking system on vehicles?
  7. Generally describe the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, etc.) that could impede or impair proposer's ability to provide lease and fleet management services.
  8. Describe firm's experience in performing fleet management services for municipalities or other governmental agencies.
  9. Brief narrative of a fleet management program that your firm could provide and that based on the limited information provided in this RFP regarding Summit Pointe's fleet, would best serve Summit Pointe's needs and how the proposed program could reduce its costs.

**REMINDER: NON-WAIVABLE DUE DATES**

*Vendor questions are due on or before June 4, 2018*

*Proposals are due on or before June 22, 2018*

Thank you for your consideration of this RFP.

Sincerely,  
*Summit Pointe*