



*New Richmond Police Department*  
1443 Campus Drive  
New Richmond Wisconsin 54017  
(715) 246-6667 Office (715) 246-4370 Fax

*Craig Yehlik*  
*Chief of Police*

*Veronica Koehler*  
*Lieutenant*



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September 6, 2016

**REQUEST FOR PROPOSALS  
POLICE VEHICLE  
NEW RICHMOND, WISCONSIN**

The New Richmond Police department is requesting proposals from all automobile dealers for the supply of one (1) new or gently used vehicle.

Proposals in accordance with the specifications and conditions set forth below will be accepted until **4:00 pm CDT on Monday September 19, 2016**. Purchase and lease options should be specified for vehicle(s) presented under this RFP.

To be considered, one (1) electronic email or one (1) hard copy should be submitted to Police Chief Craig Yehlik prior to the due date to the following:

Mailed: New Richmond Police Department  
1443 Campus Drive  
New Richmond, WI 54017

Email: [cyehlik@newrichmondwi.gov](mailto:cyehlik@newrichmondwi.gov)

The New Richmond Police Department and the City of New Richmond ("The City") reserves the right to evaluate all proposals, to reject any or all proposals, and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards. The full RFP can be viewed on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov).

For questions, please contact the following:

Craig Yehlik  
Police Chief  
City of New Richmond  
1443 Campus Drive  
New Richmond, WI 54017  
(715) 246-6667  
[cyehlik@newrichmondwi.gov](mailto:cyehlik@newrichmondwi.gov)

## **VEHICLE SPECIFICATIONS**

- New or gently used vehicle
- Midsize vehicle or Van
- AWD or FWD
- 6 Cylinder Engine
- Automatic Transmission
- Tinted windows (All sides and rear)
- Non-descriptive paint. Acceptable colors include: Dark Grey, Dark Blue, Black
- Exterior Graphics not allowed
- Air conditioning, Automatic windows and locks, AM/FM radio standard, automatic transmission
- EPA estimated mpg minimum: City 17 – Highway 24

## **WARRANTY**

New vehicle proposals shall specify the manufacturer's new car warranty, conditions and terms. Proposals for gently used vehicles shall provide a minimum warranty period of three (3) years and shall detail conditions and terms.

## **MAINTENANCE**

Proposal shall include all regularly scheduled maintenance for a period of three (3) years and include one (1) set of replacement tires. A detailed maintenance and tire replacement schedule shall be specified.

## **FINANCING**

The City is considering lease and purchase options; therefore proposals shall include a 36 month lease option and a purchase option. Anticipated mileage per year on vehicle is less than 12,000.

## **DELIVERY**

Upon acceptance and award of the proposal from City Council the delivery shall occur no later than October 10, 2016.

## **VEHICLE MODIFICATION**

The New Richmond Police Department will be mounting internal, discrete, emergency lighting, switches and police radio within the vehicle, trunk area and behind the grill facing front. This may require various mounting brackets and screws/fasteners to be installed within the passenger compartment, trunk and under the hood. There may also be specialized lighting options utilizing the brake lights, headlights etc. There will also be a need for external mounted antennae for the police radio.

## **SUBMISSION REQUIREMENTS AND FORMAT**

Proposals shall be submitted in a clear, concise manner indicating vehicle specifications, warranty, maintenance, financing and availability. Proposals shall be dated and signed by an authorized representative of the company.

## **PRICE PROPOSAL DATA**

All price proposal information shall become the property of the City of New Richmond and after review and approval by the City Council, may become open public record for anyone to review that record under Wisconsin Open Records law.

## **CITY RIGHTS OF ACCEPTANCE/RE-NEGOTIATIONS:**

The City of New Richmond reserves the right to review, accept and/or reject all price proposals based on compliance with specifications, costs quoted, delivery dates, warranty and service to be provided and/or other factors which directly affect economical and efficient provision of police services.

The City of New Richmond further reserves the right to renegotiate price or conditions upon dealer failure to reasonably deliver equipment on the time schedule as indicated and/or in non-

compliance with the specifications agreed upon at the time of order for purchase. It is understood by all parties that this re-negotiation could include cancellation of the order.

**QUESTIONS RELATED TO THIS PROPOSAL**

Questions relating to this RFP should be exclusively directed to the Police Chief Craig Yehlik at [cyeulik@newrichmondwi.gov](mailto:cyeulik@newrichmondwi.gov) or 715-246-6667.