

REQUEST FOR PROPOSALS

Work Vehicles

Issued By:

Whitestown Building Department
6210 Veterans Dr
Whitestown, IN 46075

PROPOSALS DUE:

2:00 p.m., local time, August 21st, 2025

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Exhibit A Work Vehicles RFP Form

Exhibit B Non-Collusion Affidavit

SECTION 1. Introduction

The Town of Whitestown (the "Town") hereby requests proposals from interested persons ("Proposals") for two (2) work trucks ("Vehicles") with the following minimum specifications:

Work Truck Minimum Requirements

- ✓- ½ Ton **FORD F-150 XL; RAM 2500; CHEVROLET SILVERADO WT 1500; or**
- ✓- Four-wheel drive **RAM 1500 TRADESMAN**
- ✓- Power windows & locks
- ✓- Airconditioning
- ✓- Automatic
- ✓- Gasoline
- ✓- Color preference is White but will consider other options
- ✓- Crew Cab.
- ✓- Heated Mirrors preferred
- ✓- Backup Camera
- ✓- AC ports **115V/120V 400 W**
- ✓- USBC ports
- ✓- Radio with Bluetooth/WIFI pairing and hands-free phone connections.
- ✓- Delivery date by December 1st, 2025 **UNITS WILL REQUIRE A TIME LY ORDER FOR DEC.1 DELIVERY!**

The purpose of this Request for Proposal ("RFP") is to attract qualified and experienced offerors ("Offerors") who will provide high-quality, well-built, and safe Vehicles in an economical manner. The Town's receipt of any Proposal does not bind or obligate the Town in any manner under any circumstances. The Town will not become legally obligated unless and until a contract to purchase the Vehicles is duly approved by the Town, in its absolute discretion, and is executed by the parties.

SECTION 2. RFP timeline

The schedule of events is as follows:

EVENT	DATE
RFP Issued	August 4th, 2025
Questions Due	August 12 th 2025 by 4 pm
Proposals due to Town	August 21 st , 2025 by 2 pm
RFP review, Offeror selection /notification and Contract negotiations finalized	By September 15th, 2025

EARLIEST POSSIBLE ORDERS ARE RECOMMENDED FOR EXPECTED DELIVERY AT REQUESTED TIME.

The dates set forth herein are merely estimates and the Town reserves the right, in its absolute discretion, to alter any of the dates and the proposed schedule set forth herein.

SECTION 3. Questions regarding RFP

Any questions concerning this RFP may be submitted to: Rachel Hammack, via email at rhammack@whitestown.in.gov. No interpretation, explanation, or clarification of the RFP, by any official, consultant, attorney, or other representative of the Town will be considered authoritative or binding on the Town unless contained in a written interpretation, correction, or addendum to this RFP. Official interpretations, corrections, or addendum to the RFP will be made available in writing to all potential Offerors that request copies of such documents.

Questions shall be received no later than 4 pm on August 12th, 2025.

SECTION 4. Pre-proposal meeting

There will be no pre-proposal meeting.

SECTION 5. Proposal submission

The Proposal must be submitted to:

Whitestown Building Dept.
Town of Whitestown
Whitestown Municipal Complex
6210 Veterans, Drive, Whitestown, IN 46075
Attention: Work Vehicle Proposal

All Proposals should be received not later than 2:00 p.m., local time, August 21st, 2025. Any Proposals received after the time specified for receipt may be rejected by the Town.

SECTION 6. Criteria used in evaluating Proposals

While cost of the Vehicles is an important criterion to the Town, it will not necessarily be the controlling evaluation factor. The Town will make a determination, in its sole and absolute discretion, as to the most appropriate response to the RFP. The Town requests the following information from the Offerors and such information will be used by the Town in making its final determination:

- (a) Adherence to minimum specifications
- (b) Expediency of delivery
- (c) Warranties included in the Proposal for the Vehicles
- (d) Price: include an all-inclusive price for the Vehicles
- (e) Describe any performance-enhancing, or cost-saving features of the Vehicles that the Offeror believes the Town should consider in making its selection.

SECTION 7. Proposal evaluation and selection process

The Proposals will be reviewed by an evaluation panel consisting of individuals selected by the Town.

Proposals will be reviewed using the following criteria:

- (a) Conciseness, responsiveness, and completeness of the Proposal to the information requested as outlined in the RFP;
- (b) Adherence to minimum specifications
- (c) Expediency of delivery
- (d) Warranties
- (e) Price: include an all-inclusive price for the Vehicles
- (f) Performance-enhancing, or cost-saving features of the Vehicles

At the Town's discretion, to further assist in evaluation, some, one, or all responding Offerors may be requested to participate in discussions or negotiations. At

the Town's discretion, the Town may directly negotiate with any one or all Offerors on specifications, price, or any other aspect of the Proposal. The Town may select multiple Offerors for the RFP. The Town may also consider alternative proposals if there is an opportunity for savings and other benefits accruing to the Town.

The Town may investigate the qualifications of any Offeror, require confirmation of information furnished, and require additional evidence of qualifications to provide the Vehicles requested by this RFP. The Town also reserves certain rights, including, but not limited to, the following: (a) Reject any or all Proposals; (b) Issue subsequent RFPs; (c) Cancel the entire RFP; (d) Remedy any errors in the RFP process; (e) Appoint evaluation committees to review qualifications and Proposals; (f) Seek the assistance of outside technical experts in evaluation; (g) Approve or disapprove of the use of particular subcontractors; (h) Establish a shortlist of eligible Offerors for discussions or negotiations after review of Proposals; (i) Negotiate with any or all Offerors; (j) Solicit best and final offers from all, some, or none of the Offerors; (k) Purchase the Vehicles from all, some, or none of the Offerors; (l) Waive informalities and irregularities in the RFP; and (m) Purchase the Vehicles without discussions or negotiations.

The Town's selection of a Proposal will be based on a determination as to which Proposal is in the best interest of the Town. Price will be an important factor in the Town's decision, but it will not be controlling. Any decision made by the Town, including selection of a Proposal, shall be final and is NOT SUBJECT TO APPEAL.

This RFP shall not, in any manner, be construed to be an obligation on the Town to enter a contract or purchase the Vehicles or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

SECTION 8. Proposals

Offerors shall submit one (1) Proposal originally executed. The proposal must include Exhibit A Work Vehicles RFP Form, Exhibit B Non-Collusion Affidavit form, and the manufacture specification sheet for each of the Vehicles. The original should be submitted in a sealed envelope, conspicuously marked: "Work Vehicles Whitestown Building Department." Evidence of financial responsibility is not required to be submitted with the Proposal.

Proposals will be opened so as to avoid disclosure of contents to competing offers during the process of negotiation. However, all Proposals and other documentation arising out of this RFP may be public records that may ultimately be subject to disclosure under Indiana law. If an Offeror believes that any portion of its Proposal may contain proprietary information, then that portion of the Proposal shall be sealed separately and clearly marked "Proprietary Information" and contain a request that such information be treated as confidential. The Town will review and consider such requests, in its sole and absolute discretion.

Each Offeror must certify that it has not participated in collusion or other anticompetitive practices in connection with the RFP process by executing and returning with its Proposal the Non-Collusion Affidavit in the form of Exhibit B.

SECTION 9. General Terms and Conditions of the RFP process

9.1. Information provided

Offerors are solely responsible for conducting their own independent research, due diligence, investigations, and other work necessary for the preparation and submission of the Proposals.

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9.2. Governing law

Indiana law shall govern this RFP and any purchase of Work Trucks resulting from it. The Town requires that all Proposals, comply with all applicable local, state and federal laws, ordinances, and regulations. Notwithstanding any other term or provision of this RFP, all terms and provisions of this RFP are intended to be and shall be construed and interpreted so as to comply with all applicable local, state, and federal laws, rules, regulations, and ordinances. If any provision of this RFP shall transcend the limit of validity prescribed by law, then such provision shall be reduced to the limit of such validity. The provisions of this RFP are severable. In the event one or more provisions contained in this RFP should be invalid or unenforceable, in any respect, the validity, legality, and enforceability of the remaining provisions contained herein, shall not in any way be affected or impaired and shall remain in full force and effect.

9.3. Covenant not to sue

It is an express condition of tender and consideration of any Proposal that the Offeror release the Town and all its elected and appointed officials, representatives, attorneys, accountants, engineers and employees from all causes of action, suits, claims or demands which may arise as a result of any decision made as a result of this RFP.

9.4. Costs and expense of Offerors

The Town does not accept any liability under any circumstances for any costs or expenses incurred by Offerors in acquiring, clarifying, or responding to any condition, request, or standard contained in this RFP, including, without limitation, mandatory meetings. Each Offeror that participates in this process does so at its own expense and risk and agrees that the Town shall not reimburse any costs incurred during this process, and each Offeror shall indemnify and hold harmless the Town from and

against any claims (including any costs and attorney's fees) for such reimbursement, directly or indirectly, made by or on behalf of such Offeror.

Thank you for your prompt consideration and response to this Request for Proposal.

TOWN OF WHITESTOWN

By:

A handwritten signature in black ink, appearing to read "R. B. Laughlin", written in a cursive style.

Robert B. Laughlin
Building Commissioner
Date: August 5th, 2025

Exhibit A

Work Vehicles RFP Form

1. Total RFP Price, **Two units** Choice: { a.) 2025 FORD F-150 XL \$90,804.50
b.) 2026 Chev.1500 \$81,785.50
c.) 2026 RAM 1500 \$83,348.50

2. Delivery Date(s) **BEFORE DEC. 1, 2025,
IF ORDERED FROM PRODUCTION
AS SOON AS POSSIBLE.**

Deviation(s) from Specifications: **none claimed**

NOTE:

FORD OPTION WILL REQUIRE A 2025 MODEL-YEAR ORDER, AS 2026 PRICING IS NOT YET AVAILABLE. THE AC POWER OUTLET REQUIREMENT IS ONLY AVAILABLE WITH THE HIGH-PERF. OPTIONAL POWERBOOST GAS/HYBRID ENGINE, AND IS QUOTED AS SUCH.

Exhibit B

NON-COLLUSION AFFIDAVIT

The individual person(s) executing this Proposal, being first duly sworn, depose(s) and state(s) that the Offeror has not directly or indirectly entered into a combination, collusion, undertaking or agreement with any other offeror or person (i) relative to the price(s) proposed herein or to be bid by another person, or (ii) to prevent any person from submitting a Proposal, or (iii) to induce a person to refrain from submitting a Proposal; and furthermore, this Proposal is made and submitted without reference to any other proposals and without agreement, understanding or combination, either directly or indirectly, with any persons, with reference to such proposals in any way or manner whatsoever.

[Signature by or on behalf of the Offeror in the spaces provided below shall constitute execution of each and every part of this Proposal. SIGNATURE MUST BE PROPERLY NOTARIZED.]

Written Signature: Sam S. Roberts

Printed Name: Sam S. Roberts

Title: INDIANA GOV'T.FLEET SALES MANAGER

Important - Notary Signature and Seal Required in the Space Below

STATE OF IN

SS:

COUNTY OF Monroe

Subscribed and sworn to before me this 18TH day of August, 2025.

My commission expires: Jan 08, 2027 (Signed) Jennifer Sciscoe

Residing in Monroe County, State of INDIANA