



NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road, Nixa, MO 65714
Business (417) 725-4025 Facsimile (417) 725-2393
www.nixafire.org

CAPITAL FINANCING LEASE PURCHASE SERVICES Bid Notice and Specifications

The Nixa Fire Protection District (“District”) of Nixa, Missouri, is issuing this Invitation for Bid (IFB) to identify qualified finance/banking institutions to enter into a Capital Financing Lease Purchase Agreement for a capital purchase.

The District is seeking “Sealed Bid” proposals for a Capital Financing Lease/Purchase Agreement for the purchase of a Fire Training Prop until 3:00 p.m., Central Standard Time, March 21, 2023.

The estimated cost of the Fire Training Prop (Tactical Training Building) lease is approximately \$300,000 to \$600,000.

Sealed Bids are to be forwarded by U.S. Mail addressed to, Nixa Fire Protection District 301 S. Nicholas Road, Nixa, MO 65714 and should be mailed in before the scheduled proposal opening date to ensure delivery in time for the bid opening at the Regular Scheduled Board meeting at or around 6:00 p.m. on Tuesday, March 21, 2023.

Bids are to be prepared at no cost to the Nixa Fire Protection District and will remain the District’s property. Bids must be delivered sealed and marked “Capital Financing Lease/Purchase Services Bid” in the lower left-hand corner of the envelope. Any bids received after the above-stated time and date will be returned unopened.

The structure of the financing would be by a 5-year or 10-year, equal annual principle and interest payments, level annual debt service.

The capital financing agreement will be structured as a tax-exempt capital lease purchase.

The District reserves the right to:

- Reject any and all bids;
- To waive any informalities or irregularities;
- To reduce the amount to be financed;
- To utilize alternative financing sources;
- To disqualify any proposals not meeting the bid due dates;
- To disqualify any proposals not following the bid communication procedures;

- To supplement, add to, to amend, to substitute, or modify, delete from, and change this solicitation document at any time;
- To determine which respondent, if any, should be selected for negotiations;
- To reject any and all information received by pursuant to this bid;
- To cancel this bid with or without the substitution of another bid or pre-qualification process;
- To request additional information after the submittal date, if such information is concerned pertinent, in the District's sole view, to aid the review and selection process;
- To take any action affecting the bid or subject to this bid that would be in the best interest of the District;
- To require one or more respondents to supplement, clarify or provide additional information in order for the District to evaluate the bids submitted;
- To waive any defect or technicality in any bid received;
- To select a finance/banking institution that is most advantageous to the District;
- To select an established local finance/banking institution for the convenience of doing regular business.

Bidders are asked to respond to all items. Clarification or questions may be addressed to:

Nixa Fire Protection District
 Athena Comitas-Fitts
 Accounting Division
 301 S. Nicholas Road
 Nixa Mo 65714
 417-725-4025

1. Procedures for Receiving/Awarding Capital Financing Lease Purchase Agreement

- a. Once submitted to the District in sealed form, bids cannot be altered.
- b. After all written bids are opened and read, the Nixa Fire District Board of Directors will take each bid under advisement.
- c. The District may question or interview each of the bidders to obtain an accurate understanding of each bid received.

2. General Conditions

- a. The minimum length of the Capital Financing Lease Purchase Agreement shall be for a minimum of five (5) years with an option exercisable by the District to renew it at the same terms for up to three (3) additional years.
- b. The agreement must provide an early purchase option, no prepayment penalties, or fees.
- c. It will be the responsibility of the finance/banking institution to adhere to all state and federal laws applicable to public fire districts.
- d. The responsibilities of the finance agency, firm, any person, or associates submitting a proposal shall be deemed to have read and understood all the

- terms, conditions, and requirements of this notice of solicitation. Conditional proposals will not be considered. All proposals must be signed by an authorized agent or signatory; failure to do so may be rejected.
- e. Respondents are requested to submit two (2) sealed copies.
 - f. Bids must be clearly labeled "Capital Financing Lease/Purchase Services Bid."
 - g. The proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address and phone and facsimile numbers of the respondent along with the name, title, address and phone and facsimile numbers of the executive that has the authority to contact the District.
 - h. Price will be the most important factor in this proposal evaluation, other terms identified in the proposal may be consideration of lesser importance.
 - i. The District reserves the right to accept other than the lowest price, covenants, terms, and conditions of a proposal, if it is deemed not in the best interest of the District.
 - j. The District reserves the right to reject any and all responses to the invitation for bid and is under no obligation to enter into a capital financing agreement.
 - k. The District intends to select the most responsive proposal and to negotiate an agreement, then price with the financial/banking institution. However, should the negotiation with the most responsive proposal not produce an acceptable contract arrangement, the District will request the next most responsive proposal to begin negotiations.
 - l. The responsibility for the final selection and negotiation rests solely with the Nixa Fire District Board of Directors or the designated authorized agent set by the Board of Directors.
 - m. The District shall not be liable to any respondent for the costs associated with responding to the invitation for bid for the respondent's participation in any oral interview, or for any cost associated with the negotiations.
 - n. Subject to the Board of Directors' approval, award will be made to the proposer whose proposal has been deemed most advantageous to the District.
 - o. The price, covenants, terms, and conditions in the invitation for bid are valid for up to 30 days from the date of submission.

EXHIBIT A
TERM SHEET AND BID FORM
TAX-EXEMPT LEASE PURCHASE TRANSACTION
FOR
FIRE TRAINING PROP

This term sheet is a summary of the terms for this financing and is not intended to be a full and complete description.

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|--------------------------------|--|
| Lessee: | NIXA FIRE PROTECTION DISTRICT |
| Total Transaction Size: | \$300,000 to \$600,000 |
| Structure: | Tax-Exempt Capital Lease subject to Annual Appropriations; Level Debt Service |
| Term: | Five (5) or Ten (10) Year Annual Payments in Advance |
| Security: | Fire Training Prop (Tactical Training Building) |
| Use of Proceeds: | The proceeds will be used to finance the purchase of Fire Training Prop for the Nixa Fire Protection District. A description of the Fire Training Prop is located at http://www.nixafire.org |
| Early Purchase: | Early purchase option with no penalties or fees |
| Timing: | Bid Release: Wednesday, March 8, 2023 Bids Due: Tuesday, March 21, 2023, at 3:00 p.m. Nixa Fire Protection District Award: by or before Wednesday, April 19, 2023 |

- *Subject to change*

EXHIBIT A-1

**PRICING FOR FIRE TRAINING PROP
(Tactical Training Building)**

This section/document is to be used by the Proposer to specify proposed rates, covenants, terms, and conditions for the Capital Lease Financing requested by the Nixa Fire Protection District.

The price, covenants, terms, and conditions in the IFB are valid for 30 days from the date of submission.

I hereby certify that I acknowledge acceptance of the rates for the initial capital lease/purchase agreement period.

Printed Name of Authorized Agent

Name of Submitting Organization

Signature of Authorized Agent

Date

EXHIBIT B

AUTHORIZATION TO SUBMIT PROPOSAL AND REQUIRED CERTIFICATIONS

By signing below, the Proposer hereby certifies that:

- They have read and understand this bid notice and all specifications.
- The person signing the Proposal certifies that they are the person in the Proposer's organization responsible for, or authorized to make decisions regarding the prices, terms, and conditions quoted.
- The Proposer is a corporation or other legal entity.
- No attempt has been made or will be made by the Proposer to include any other firm or person to submit or not to submit a Proposal in response to this IFB.
- The price, covenants, terms, and conditions in the Proposal are valid for 30 days from the date of submission.

Agency Submitting Bid

Address

Phone

City/State/Zip Code

Fax

Federal Tax ID Number

Email Address

Authorized Signature

Date

Printed Name

Title