



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 2024-16

TITLE: Franklin County local vendor -Auto Fleet Maintenance and Repair

Solicitation Schedule & Deadlines:

January 5, 2024	Solicitation Release/Advertising Date
January 12, 2024 10:00 A.M.	Deadline for Submitting Questions
January 16, 2024 4:30 P.M.	Deadline to post Addendum
January 25, 2024 2:00 P.M.	Deadline to Submit Response
January 25, 2024 2:30 P.M.	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

January 25, 2024 2 P.M.

Franklin County Purchasing Department

Shakara Bray, Purchasing Agent

Meagan Johnson, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.gov](mailto:purchasing@franklinmo.gov)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: \_\_\_\_\_

# SUBMISSION CHECKLIST

\_\_\_\_\_ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

\_\_\_\_\_ I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

## THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

### USE THESE FORMS ONLY

\_\_\_\_\_ Solicitation Cover page

\_\_\_\_\_ Contractual Terms and Conditions Acknowledgement

\_\_\_\_\_ Pricing Form completed and signed

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ I have included contact information

\_\_\_\_\_ I have included the COI as requested

\_\_\_\_\_ Envelope is sealed and label attached

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized

\_\_\_\_\_ W9 is included and filled out completely

## SPECIFIC REQUIREMENTS

1. **Vendor must be located within Franklin County, Missouri.**
2. Vendor must be able to provide Repair and Parts of the vehicles listed to the requesting departments, the list of vehicles in attachment #2 and any vehicle purchased by Franklin County during the contract period, which meet or exceed the specifications contained in this document.
3. This contract to include any additional vehicles purchased during the contract period that are 1/2 ton and smaller.
4. Vendor shall have a facility containing equipment and personnel to service/repair the Franklin County fleet as listed in this solicitation.
5. Repair and parts for the listed vehicles, to include but not limited to, electrical system repair, brake system repair, exhaust system repair, transmission and drive train repair, general maintenance, all installed emergency equipment and/or any additional parts and/or services needed by Franklin County to maintain their vehicle fleet.
6. On-site repairs as needed.
7. Franklin County is aware it may not be possible for one vendor to service the entire fleet.
8. On attachment #2 vendor shall add a check mark for the vehicles they can service.
9. Vendor must be able to provide service to all departments necessary. Normal business hours are Monday through Friday 7:30 a.m. – 3:30 p.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request.
10. Parts pricing to be MSRP minus percentage discount. Parts pricing to include shipping cost to vendor location.
11. Contract Period: The contract period shall be for one year from date of award. This Contract will have the option to renew on a year by year basis, up to three years in total. The County also reserves the right to terminate and/or cancel the contract in writing prior via a formal contract amendment issued by the Purchasing Department.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

# INSURANCE REQUIREMENTS

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
  - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
  - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
    1. Premises – Operations
    2. Products and Completed Operations
    3. Broad Form Property Damage
    4. Contractual
    5. Personal Injury
  - C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
    1. Owned Automobiles
    2. Hired Automobiles
    3. Non-Owned Automobiles
  - D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."
  - E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".
2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

## ADDITIONAL REQUIREMENTS

### 1. E-Verify

Completion of Affidavit of Work Authorization and provide acceptable documentation of enrollment in the program.

### 2. Employment of Unauthorized Aliens Prohibited

a.) Vendor agrees to comply with Missouri Revised Statute Section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

b.) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

c.) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the State of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

## **OTHER REQUIREMENTS - CONTINUED**

### **Anti-Discrimination Against Israel Act Requirement**

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

Affidavit of Compliance with Section 34.600 RSMo for Contracts over \$100,000 or for  
Contractors with Ten (10) or more employees

I, \_\_\_\_\_ [Contractor Agent], being duly sworn, attest and  
state, under penalty of perjury, as follows:

1. I am employed by \_\_\_\_\_ [Contractor] and serve as the  
\_\_\_\_\_ [Position with Contractor].
2. I hereby affirm that \_\_\_\_\_ [Contractor]:
  - a) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from the State of Israel; or
  - b) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from companies doing business in or with Israel  
or authorized by, licensed by, or organized under the laws of the State of Israel; or
  - c) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from persons or entities doing business in the  
State of Israel.

Further Affiant Sayeth Not.

\_\_\_\_\_  
[Contractor Agent]

STATE OF MISSOURI     )  
                                  ) ss.  
\_\_\_\_\_ COUNTY     )

Subscribed and sworn to me, a notary public, this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

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Vendor/Contractor Signature

Date

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Vendor/Contractor Name and Title





**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

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Authorized Business Entity  
Representative's Name  
(Please Print)

Authorized Business Entity  
Representative's Signature

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Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

# PRICING FORM

## 2024-16 Franklin County local vendor- Auto Fleet Maintenance and Repair

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

All invoices must reflect discounts applied to final order.

Labor hourly rate: \_\_\_\_\_

On site hourly labor rate: \_\_\_\_\_

Parts=MSRP minus percentage discount:

\_\_\_\_\_

Service Facility Location(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed name and title \_\_\_\_\_

*Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.*

**VENDOR INFORMATION**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name Title \_\_\_\_\_

Email Address \_\_\_\_\_

# **ATTACHMENT 1**

## **SEALED RESPONSE LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE (or Submit Bid Packet Online)

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### **SEALED BID RESPONSE ENCLOSED**

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

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**SOLICITATION #2024-16 DATE: January 25, 2024 2 P.M.**

**DESCRIPTION: Franklin County Local Vendor-Auto Fleet  
Maint. and Repair**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

**FRANKLIN COUNTY AUTO FLEET - ATTACHMENT 2**

**THE BIDDER IS REQUIRED TO CHECK ALL VEHICLES THEY HAVE THE ABILITY TO SERVICE.**

<b>VEHICLE TYPE</b>	<b>YEAR</b>	<b>MAKE &amp; MODEL</b>	<b>CONTRACTOR CAPABILITY</b>
<b>PICKUP TRUCK 1/2 TON &amp; UNDER</b>			
	1999	DODGE RAM 1500 EXT CAB 1/2 TON	
	2000	FORD F150 4X4 1/2 TON	
	2001	CHEVY 1/2 TON	
	2003	CHEVROLET 1/2 TON 4WD	
	2003	CHEVROLET EXT CAB 1/2 TON 4WD	
	2003	CHEVY 1/2 TON	
	2003	FORD F150 1/2 TON 4WD EXT CAB	
	2004	CHEVY 1500	
	2004	DODGE RAM 1500 1/2 TON	
	2005	CHEVY 1/2 TON	
	2006	CHEVY 1/2 TON	
	2007	FORD F150	
	2007	FORD VAN	
	2007	FORD RANGER	
	2008	CHEVROLET K1500 4X4 CREW CAB 1/2 TON	
	2008	DODGE 1/2 TON QUAD CAB 4X4	
	2008	FORD F150	
	2009	CHEVY SILVERADO	
	2009	CHEVY 1500	
	2009	FORD 1/2 TON	
	2011	FORD F150	
	2011	CHEVY AVALANCHE	
	2014	FORD 1/2 TON 4X4 4WD	
	2015	FORD MID SIZE VAN	
	2015	FORD 1/2 TON 4X4 4WD	
	2015	GMC 1/2 TON	
	2016	DODGE RAM 1500	
	2016	FORD 1/2 TON EXT 4x4	
	2017	FORD 1/2 TON 4x4	
	2017	FORD F150	

	2017	GMC 1/2 TON	
	2018	FORD 1/2 TON CREW CAB 4X4	
	2018	CHEVY SILVERADO 1500	
	2018	CHEVY COLORADO	
	2019	FORD 1/2 TON 4X4 CREW CAB	
	2020	CHEVY COLORADO	
	2020	CHEVY 1/2 TON 4X4 CREW CAB	
	2021	CHEVY ½ TON 4X4	
	2022	CHEVY ½ TON 4X4	
	2022	FORD F150 4X4	
	2022	FORD F150 SUPERCAB	
SUV			
	2007	CHEVY BLAZER	
	2007	FORD FREESTYLE	
	2008	DODGE DURANGO	
	2008	CHEVY TRAIL BLAZER	
	2009	FORD ESCAPE	
	2010	CHEVY TAHOE	
	2013	CHEVY TAHOE	
	2013	FORD EXPLORER	
	2014	CHEVY TAHOE	
	2014	FORD ESCAPE	
	2014	FORD EXPLORER	
	2015	FORD ESCAPE	
	2015	FORD EDGE	
	2015	FORD EXPLORER	
	2016	CHEVY TAHOE	
	2016	FORD EXPLORER	
	2016	FORD EXPEDITION	
	2017	CHEVY EQUINOX	
	2017	FORD EXPLORER	
	2018	CHEVY TRAVERSE	
	2018	FORD EXPLORER	
	2019	CHEVY TAHOE 4X4	
	2019	DODGE DURANGO AWD	
	2020	DODGE DURANGO AWD	
	2021	DODGE DURANGO (9)	
	2022	DODGE DURANGO PURSUIT AWD	
	2022	FORD EXPEDITION XL 4WD	

	2023	DODGE DURANGO PURSUIT AWD	
	2023	CHEVY TAHOE 4WD	
	2023	NISSAN PATHFINDER AWD	
	2023	CHEVY TRAVERSE AWD	
CARS			
	2004	CHEVY IMPALA	
	2005	FORD TAURUS	
	2006	CHEVY IMPALA	
	2006	FORD CROWN VICTORIA	
	2008	CHEVY IMPALA	
	2008	DODGE CHARGER	
	2008	FORD CROWN VICTORIA	
	2009	CHEVY IMPALA	
	2009	DODGE CHARGER	
	2010	DODGE CHARGER	
	2011	FORD CROWN VICTORIA	
	2012	DODGE CHARGER	
	2013	CHEVY IMPALA	
	2013	DODGE CHARGER	
	2013	FORD MUSTANG	
	2013	FORD TAURUS	
	2014	CHEVY IMPALA	
	2014	DODGE CHARGER	
	2014	FORD TAURUS	
	2015	DODGE CHARGER	
	2016	CHEVY IMPALA LIMITED	
	2016	DODGE CHARGER	
OTHER			
	2008	FORD ECONOLINE	
	2010	DODGE GRAND CARAVAN SE	
	2017	FORD 150 1/2 TON TRANSIT VAN	
	2017	FORD TRANSIT 350 WAGON	
	2018	FORD TRANSIT CONNECT XL	
	2018	FORD INTERCEPTOR TAURUS	
	2006	CHEVY KODIAK	
	2017	SMART-850	