



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

RFB NO: 201919

TITLE: Auto Fleet Maintenance and Repair

Solicitation Schedule & Deadlines:

November 21, 2018	Solicitation Release Date
November 21, 28, December 5, 2018	Advertising Period
December 6, 2018 2:00 pm	Deadline for Submitting Questions
December 7, 2018, 4:30 pm	Deadline to post Addendum
December 17, 2018 at 9:00 AM	Deadline to Submit Response
December 17, 2018 at 10:00 AM	Opening Date I Time

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

December 17, 2018 at 9 am

*\*Awarding is good for one year, January 1, 2019 through December 31, 2019. \**

Kathy Hardeman, Purchasing Agent

Ann Struttmann, Assistant Purchasing Agent

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

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.

**Business 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 (page 4)
- \_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized (page 5&6)  
*If you have already submitted E-Verify information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.*
- \_\_\_\_\_ Current, signed W-9 is included in solicitation packet (page 7)  
*If you have already submitted E-Verify information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.*
- \_\_\_\_\_ Completed Affidavit of Paid Property Taxes and Notarized (page 8)
- \_\_\_\_\_ Completed Vendor Information Form (page 9)
- \_\_\_\_\_ Pricing Form completed and signed (page 10)
- \_\_\_\_\_ Contractor Capability, Attachment 2 (page 1-2)
- \_\_\_\_\_ I have one original and three copies that are labeled accordingly
- \_\_\_\_\_ Envelope is sealed and label attached (page 11)

## SPECIFIC REQUIREMENTS

1. Contractor must be able to provide Repair and Parts of the vehicles listed to the requesting departments, which meet or exceed the specifications contained in this document.
2. This contract to include any additional vehicles purchased during the contract period that are smaller than  $\frac{3}{4}$  ton trucks.
3. Contractor shall have a facility containing equipment and personnel to service/repair the Franklin County fleet as listed in this solicitation.
4. 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, and/or any additional parts and/or services needed by Franklin County to maintain their vehicle fleet.
5. Franklin County is aware it may not be possible for one contractor to service the entire fleet.
6. Contractor is required to indicate on "Attachment 2" the vehicles they have the capability to service/repair/obtain parts.
7. Contractor must be able to provide service to all departments necessary. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request.

*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.*

# 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

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative)  
as \_\_\_\_\_ (Position/Title)

first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_, I am  
Day Month, Year

\_\_\_\_\_  
commissioned as a notary public within the County of \_\_\_\_\_, State of \_\_\_\_\_  
\_\_\_\_\_ and my commission expires on Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date

# 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

---

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).



# AFFIDAVIT OF PAID PROPERTY TAXES

I certify that \_\_\_\_\_ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

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Authorized Representative's Signature

Printed Name

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Title

Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_, I am

Day

Month, Year

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commissioned as a notary public within the County of \_\_\_\_\_, State of \_\_\_\_\_ and my commission expires on Date \_\_\_\_\_

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Signature of Notary

Date

## VENDOR INFORMATION

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

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

\_\_\_\_\_

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

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

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

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

Preferred method to place order

\_\_\_\_\_

\_\_\_\_\_

# BID PRICING FORM

## 201919 Auto Fleet Maintenance and Repair

### REQUIRED PRICING

The bidder shall provide firm, fixed pricing necessary to meet the mandatory requirements of the RFB.  
All invoices must reflect discounts applied to final order.

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

Parts- percentage discount on retail:

\_\_\_\_\_

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.

# ATTACHMENT 1

## SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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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 # 2019-19      DATE: 12/17/2018

DESCRIPTION: Auto Fleet Maintenance and Repair

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

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

	A	B	C	D
1			<b>FRANKLIN COUNTY AUTO FLEET - ATTACHMENT 2</b>	
2	<b>THE BIDDER IS REQUIRED TO CHECK ALL VEHICLES THEY HAVE THE ABILITY TO SERVICE.</b>			
3	<b>VEHICLE TYPE</b>	<b>YEAR</b>	<b>MAKE &amp; MODEL</b>	<b>CONTRACTOR CAPABILITY</b>
4	PICKUP TRUCK 1/2 TON & UNDER			
5		1999	DODGE RAM 1500 EXT CAB 1/2 TON	
6		2000	FORD F150 4X4 1/2 TON	
7		2001	CHEVY 1/2 TON	
8		2003	CHEVROLET 1/2 TON 4WD	
9		2003	CHEVROLET EXT CAB 1/2 TON 4WD (2)	
10		2003	CHEVY 1/2 TON (2)	
11		2003	FORD F150 1/2 TON 4WD EXT CAB	
12		2004	CHEVY 1500	
13		2004	DODGE RAM 1500 1/2 TON	
14		2005	CHEVY 1/2 TON	
15		2006	CHEVY 1/2 TON (2)	
16		2007	FORD F150 (2)	
17		2007	FORD VAN (2)	
18		2007	FORD RANGER (2)	
19		2008	CHEVROLET K1500 4X4 CREW CAB 1/2 TON	
20		2008	DODGE 1/2 TON QUAD CAB 4X4	
21		2008	FORD F350	
22		2008	FORD F250	
23		2008	FORD F150 (2)	
24		2009	CHEVY SILVERADO	
25		2009	CHEVY 1500	
26		2009	FORD 1/2 TON	
27		2011	FORD F150	
28		2011	CHEVY AVALANCHE	
29		2014	FORD 1/2 TON 4X4 4WD (2)	
30		2015	FORD MID SIZE VAN	
31		2015	FORD 1/2 TON 4X4 4WD (2)	
32		2015	GMC 1/2 TON	
33		2016	DODGE RAM 1500 (3)	
34		2016	FORD 1/2 TON EXT 4x4	
35		2017	FORD 1/2 TON 4x4 (5)	
36		2017	FORD F150 (2)	
37		2017	GMC 1/2 TON	
38		2018	FORD 1/2 TON CREW CAB 4X4 (3)	
39		2018	CHEV SILVERADO 2500	
40	SUV			
41		2007	CHEVY BLAZER (3)	
42		2007	FORD FREESTYLE	
43		2008	CHEVY TRAIL BLAZER	
44		2009	FORD ESCAPE	
45		2010	CHEVY TAHOE	
46		2013	CHEVY TAHOE (2)	
47		2013	FORD EXPLORER (3)	
48		2014	CHEVY TAHOE	
49		2014	FORD EXPLORER	
50		2015	FORD ESCAPE	
51		2015	FORD EDGE	
52		2015	FORD EXPLORER (3)	
53		2016	CHEVY TAHOE	
54		2016	FORD EXPLORER (2)	

	A	B	C	D
1			<b>FRANKLIN COUNTY AUTO FLEET - ATTACHMENT 2</b>	
2	<b>THE BIDDER IS REQUIRED TO CHECK ALL VEHICLES THEY HAVE THE ABILITY TO SERVICE.</b>			
3	<b>VEHICLE TYPE</b>	<b>YEAR</b>	<b>MAKE &amp; MODEL</b>	<b>CONTRACTOR CAPABILITY</b>
4	PICKUP TRUCK 1/2 TON & UNDER			
55		2016	FORD EXPEDITION	
56		2017	CHEVY EQUINOX	
57		2017	FORD EXPLORER (11)	
58		2018	FORD EXPLORER (12)	
59	CARS			
60		2004	CHEVY IMPALA (2)	
61		2005	FORD TAURUS	
62		2006	CHEVY IMPALA	
63		2006	FORD CROWN VICTORIA	
64		2008	CHEVY IMPALA (3)	
65		2008	DODGE CHARGER	
66		2008	FORD CROWN VICTORIA	
67		2009	CHEVY IMPALA	
68		2009	DODGE CHARGER (2)	
69		2010	DODGE CHARGER (2)	
70		2011	FORD CROWN VICTORIA (2)	
71		2012	DODGE CHARGER (6)	
72		2013	CHEVY IMPALA	
73		2013	DODGE CHARGER (9)	
74		2013	FORD TAURUS	
75		2014	CHEVY IMPALA	
76		2014	DODGE CHARGER (9)	
77		2014	FORD TAURUS (2)	
78		2015	DODGE CHARGER (7)	
79		2016	CHEVY IMPALA LIMITED	
80		2016	DODGE CHARGER (6)	
81	OTHER			
82		2008	FORD ECONOLINE	
83		2010	DODGE GRAND CARAVAN SE	
84		2017	FORD 150 1/2 TON TRANSIT VAN	
85		2017	FORD TRANSIT 350 WAGON	
86		2018	FORD TRANSIT CONNECT XL	
87		2018	FORD INTERCEPTOR	