

Roane County is requesting proposals for the good(s) and/or service(s) listed below, subject to the terms and conditions of the Request for Proposal (RFP), the accompanying specifications, and the Roane County Purchasing Manual.

If this is a request for services, disregard any reference to product information.

At the appointed time proposals will be publicly opened in the office of the Roane County Purchasing Agent at the address below. Proposals arriving in the Purchasing Department past the appointed date and time will be considered late and will not be opened.

**Deliver Proposals To:**

ROANE COUNTY PURCHASING DEPARTMENT  
200 EAST RACE STREET, SUITE #3  
KINGSTON, TENNESSEE 37763

**Proposal Number: 1009-AF  
VEHICLE MAINTENANCE**

**Open Date & Time: June 29, 2021 at 2:00 p.m. (Eastern Time Zone)**

The Proposal Envelope must show the Proposal Number, Name & Opening Date.

**PURCHASING CONTACT INFORMATION**

**Lynn Farnham, CPPO, CPPB  
Purchasing Agent  
Phone: 865-376-4317  
Fax: 865-376-4318  
Email: lynn.farnham@roanecountytn.gov**

**GENERAL TERMS & CONDITIONS**

1. Attached are instructions and conditions for submitting a proposal for Roane County Government. The objective of this proposal is to select suppliers in such a manner as to provide for open and free competition and comparability.

**PROPOSAL PREPARATION & SUBMISSION**

1. All proposals shall be in accordance with the instructions to proposers and specifications included in this RFP. Specifications are intended to be open and non-restrictive.
2. The use of the name of a manufacturer, brand, model or make used in describing an item does not restrict the proposer to that manufacturer. Others will be considered if they meet or exceed the items specified. When an alternate manufacturer, brand, model or make will be proposal, five (5) days prior to the proposal the proposer must submit documents to the Purchasing Agent, for evaluation of the product. Roane County will determine if the item does meet or exceed the item as specified.

3. It shall be the sole responsibility of the proposer to make certain that all proposals in proper form are submitted to the Purchasing Department as described below.
4. All original forms must be signed by a person with authority to bind the proposal. The proposal must be sealed in an envelope that is labeled according to the directions stated below.
5. On the outside of the envelope/package mark the proposal as follows:
  - Vendor Name & Address
  - Proposal Number
  - Proposal Date & Time
6. The proposal must then be in a sealed envelope/package mailed or delivered to the following address:

Roane County Purchasing Department  
200 East Race Street, Suite #3  
Kingston, Tennessee 37763

**Please note that Roane County does not receive a guaranteed delivery time for express mail and/or packages; please mail accordingly.**

7. Sealed written proposals will be received at the time and place specified on the RFP. Postmark on the proposal by this date will not suffice. Proposal must be received on or before the date and time stated. Faxed proposal documents will not be accepted.

#### **LATE RECEIPT OF THE PROPOSAL**

1. The proposal and modifications or withdrawals thereof received after the time set for opening will not be considered, unless they are received before the award is made and it is determined by Roane County that failure to arrive on time was due solely to a delay in delivery for which the proposer has no responsibility.
2. Proposals must be in the Purchasing Department prior to or at 2:00 p.m. sharp on the appointed date. No proposals will be accepted past 2:00 p.m. (02:00:01 is considered late) Time will be determined by the official NIST US time.

#### **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS**

1. It is the responsibility of the proposer to review the entire RFP document and to notify the Purchasing Agent if the RFP is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested.
2. Pursuant to TCA §12-4-126, questions regarding the specifications or proposal procedures must be received by the Purchasing Agent and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda will be issued within less than forty-eight (48) hours of the bid opening day, excluding weekends and legal holidays designated in §15-1-101 unless the proposal opening is extended for a reasonable time as determined by the Purchasing Agent, which shall not be less than forty-eight (48) hours excluding weekends and legal holidays designated in §15-1-101, to allow for any necessary changes to the RFP documents and to allow responders to resubmit their responses accordingly.
3. Any questions concerning this RFP are to be in writing either by fax or email to the Purchasing Department. Questions will be answered via addenda. Information obtained from any office other than the Purchasing Office is not to be considered binding.

#### **PROPOSAL OPENING & ACCEPTANCE OF PROPOSAL**

1. Proposal pricing will be read aloud at the discretion of the Purchasing Agent. Proposals will also be examined for compliance with specification and conditions outlined in the proposal document.
2. Consideration will be given to all proposals properly submitted. Proposals will receive appropriate confidentiality before awarding. Upon award, proposal documents and tabulations will be available for review. Errors discovered after public opening cannot be corrected, and the proposer will be bound to honor proposal as submitted.

3. The contract will be awarded in writing to the most responsive proposer whose proposal conforms best to the RFP will be most advantageous to Roane County. The evaluation of criteria, cost, and other factors will be taken into consideration. It is the intent of Roane County to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the county. However, currently there are no set asides for small or minority firms.
4. Roane County reserves the right to accept or reject any or all proposals and to waive informalities and minor irregularities in the proposals received. All proposers will be notified in writing of the proposal award generally within ten (10) days of proposal opening unless unforeseen circumstances arise or special conditions exist.

### **EVALUATION REVIEW**

1. Roane County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best-evaluated proposer. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, may also be noted and made part of the evaluation file. Roane County shall have sole responsibility for determining a reliable source. Roane County reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Roane County.
2. Evaluation criteria will be determined on each RFP.

### **PROTEST PROCEDURE**

1. If a prospective vendor does not agree with the proposal award, they have the right to protest. Disputes arising from the award of this proposal must be submitted in writing to the Roane County Purchasing Department no later than seven (7) days from date of proposal award. The steps for dispute resolution may include:
  - A meeting with the Purchasing Agent, the requisitioning department's manager and representatives from the disputing party to discuss and resolve the complaint.
  - Information from the aforementioned meeting will be forwarded to the County Attorney for review.
  - A written decision letter stating the reasons for the decision will be prepared by the Purchasing Agent and submitted in writing to the protestor and all parties involved.
  - Purchases will not be allowed under this procurement until a final decision is rendered.
  - In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures will be used.

### **FUTURE PURCHASES – BID RENEWAL**

1. Unless otherwise noted, Roane County reserves the right to purchase goods or services for one year from the date of the award of the contract at the same price and terms and conditions. Further, Roane County reserves the right to renew all aspects of the bid one (1) year at a time for and additional one (1) year based on the same price and terms and conditions unless otherwise noted. There is no guarantee that that this contract will be considered for renewal.

### **APPROPRIATION**

1. In the event no funds are appropriated by Roane County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

### **INSURANCE**

1. The contractor will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, from claims for damages resulting from bodily injuries and damage to their property, for Bodily Injury and Property Damage Liability in the amount of no less than \$1,000,000, for Products and Completed Operations Liability of no less than \$1,000,000 and from claims for damage to any Roane County property. Additional insurance requirements may be listed any Special Terms & Conditions or in the Bid Specifications. This insurance

company shall have a Best's rating of A or better. Any deviations from the above requirements must be disclosed in the bid submission.

2. The successful bidder shall furnish a Certificate of Insurance issued by their insurance company showing that Roane County as an additional insured. Carrier will assume full common liability of all shipments.

**COMPLIANCE WITH ALL LAWS**

1. Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

**GOVERNING LAW**

1. This contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Roane County, Tennessee. The Courts in Roane County shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

**BUSINESS LICENSES**

1. Proposing firms located in Tennessee are required to have a current business license issued by the State of Tennessee at the time the bids are submitted. Vendors located outside Tennessee are required to obtain a business license issued by the State of Tennessee in Roane County if the project is over \$50,000.

**INDEMNIFICATION/HOLD HARMLESS**

1. Contractor shall indemnify, defend, save and hold harmless all departments of Roane County Government and/or the Roane County Board of Education, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, supplier, agents or employees or due to any negligent act or occurrence or any omission or commission of the contractor, its subcontractors, suppliers, agents or employees until the contract terminates.

**VENDOR PERFORMANCE**

1. If the contractor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Roane County may terminate this contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Contractors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any contractor with continued poor performance will be removed from the potential vendor list for one year.
2. Roane County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Roane County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Roane County reserves the right to purchase its requirements elsewhere, with or without competitive proposal.

**BREACH OF CONTRACT**

1. A party shall be deemed to have breached the contract if any of the following occurs:
  - Failure to provide products or services that conform to contract requirements.
  - Failure to maintain/submit any report required hereunder.
  - Failure to perform in full or in part any of the other conditions of the contract.
  - Violation of any warranty.

**CONTRACT TERMINATION FOR CAUSE**

1. If the contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the county shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

2. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest proposer or proposing again.

### **CONTRACT TERMINATION FOR CONVENIENCE**

1. The county may, by written notice to the contractor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the county. The county must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the county be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

### **BOOKS AND RECORDS**

1. The contractor shall maintain all books, documents, accounting records and other evidence pertaining to the services provided under this contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by county or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall include those books, documents and accounting records that represent delivering the services governed by this agreement.

### **INVOICES AND PAYMENTS**

1. Payment will be made within 30 days after receipt of invoice and/or delivery of items included in this Request for Proposal, whichever is later.
2. Roane County Government is not subject to taxation. A tax exemption certificate will be provided upon request.

### **NONDISCRIMINATION AND NON-CONFLICT STATEMENT**

1. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such nondiscrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
2. Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest; that would conflict in any manner with the provision of its goods or performance of its services. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Roane County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
3. No employee or member of the Roane County's governing bodies shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
4. Officers, employees or officials of the Roane County Government shall neither solicit nor accept gratuities, favors or anything of more than nominal monetary value from vendors or parties to subcontracts.

### **IRAN DIVESTMENT ACT**

1. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

**1009-AF – VEHICLE MAINTENANCE  
VENDOR INFORMATION SHEET**

(Please fill out completely)

By completing and signing this form you certify that you are an authorized representative of the company for which you are submitting a bid/proposal and that you have the authority to legally bind your company. Further, by completing and signing this form you certify that you agree to all the terms and conditions of this bid/proposal.

1. Vendor Name \_\_\_\_\_

2. Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Contact Person (Please Print) \_\_\_\_\_

4. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

5. Vendor's e-mail address \_\_\_\_\_

6. Authorizing Signature \_\_\_\_\_

7. Title of Person Signing Bid \_\_\_\_\_

8. If addenda were issued, please acknowledge the receipt of: (please write "yes" if you received one)  
Addendum 1 \_\_\_\_\_ Addendum 2 \_\_\_\_\_ Addendum 3 \_\_\_\_\_ Addendum 4 \_\_\_\_\_

9. If applicable, please indicate below if discounts will be allowed for prompt payment or if there is not discount offered:  
\_\_\_\_\_ % Net 10 Days; \_\_\_\_\_ % Net 20 Days; \_\_\_\_\_ % Net 30 Days; \_\_\_\_\_ No Discount

**COOPERATIVE PURCHASING** - Vendors are to indicate if it is permissible for other governmental agencies in the State of Tennessee to purchase these items or services at the same price. Freight charges may be adjusted to reflect differences in delivery costs to other locations. Please indicate the approval of Cooperative Purchasing.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**SCHOOL CONTRACTS ONLY**

**CRIMINAL HISTORY RECORDS CHECK** – Do you agree to comply with Public Chapter 587 of 2007 which requires all contractors to facilitate a criminal history check, including fingerprinting, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee or subcontractor personnel before permitting the employee or subcontractor personnel to have contact with students or enter school grounds?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED, & RETURNED IN YOUR PROPOSAL.**

**1009-AF – VEHICLE MAINTENANCE  
NON –COLLUSION, INDEPENDENT PRICE DETERMINATION,  
NON-DISCRIMINATION, NON-DEBARMENT & LOBBYING AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project.

I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. Roane County currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

\_\_\_\_\_ African American Owned  
\_\_\_\_\_ Caucasian Owned  
\_\_\_\_\_ Native American Owned  
\_\_\_\_\_ Other Owned

\_\_\_\_\_ Asian Owned  
\_\_\_\_\_ Hispanic Owned  
\_\_\_\_\_ Woman Owned

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED, & RETURNED IN YOUR PROPOSAL.**

**1009-AF – VEHICLE MAINTENANCE  
IRAN DIVESTMENT ACT COMPLIANCE**

The Iran Divestment Act of 2016, effective on July 1, 2016, is codified in Tennessee Code Annotated §12-12-101 *et seq.* The Iran Divestment Act, with certain exceptions, prohibits local governments from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tennessee Code Annotated §12-12-105, a person engages in investment activities in the energy sector of Iran if:

- 1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquified natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- 2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to §12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee’s chief procurement officer to publish on the State’s website a list of persons it determines engaged in investments activities in Iran (the “Prohibited Entities List”).

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with the COUNTY.

Pursuant to the Act, any BIDDER that attempts to contract with the COUNTY must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made where the BIDDER fails to submit a signed and verified compliance certification form.

**CERTIFICATION OF COMPLIANCE  
IRAN DIVESTMENT ACT**

The undersigned states that he/she has legal authority to swear this on behalf of \_\_\_\_\_

(Vendor); and that the Vendor is not in any manner in violation of *Tennessee Code Annotated §12-12-101 to §12-12-106.*

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tennessee Code Annotated §12-12-106.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary \_\_\_\_\_ My Commission Expires \_\_\_\_\_

**THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED & NOTARIZED, & RETURNED IN YOUR PROPOSAL.**



**1009-AF – VEHICLE MAINTENANCE  
STATEMENT OF QUALIFICATION**

The following statements as to experience and general qualifications of the proposing firm as submitted in conjunction with the Request for Proposal as part thereof and truthfulness and accuracy of information is guaranteed by the proposing firm and included in the evaluation of the proposals.

Name & Address of Proposing Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_

Number of years proposer has been in this business. \_\_\_\_\_

Proposing firm must have satisfactorily completed or currently maintained three (3) contracts of similar size in the last five (5) years.

Company \_\_\_\_\_

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

Telephone \_\_\_\_\_

Company \_\_\_\_\_

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

Telephone \_\_\_\_\_

Company \_\_\_\_\_

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

Telephone \_\_\_\_\_

**THIS FORM MUST BE COMPLETELY FILLED OUT & RETURNED IN YOUR PROPOSAL.**

## **1009-AF – VEHICLE MAINTENANCE BID SPECIFICATIONS**

### **General Information**

1. The purpose of this bid is to provide a baseline of prices and annual contract for routine vehicle maintenance, storage facility, road side service & towing and repair of the county's vehicles.
2. The Office of Emergency Services (Ambulance, Fire, & Emergency Management) and the Sheriff's Department are the primary users of this contract but other county vehicles will also be using this contract as vehicle service or repairs are needed. County employee's personal vehicles are not to be serviced under this contract and billed to Roane County. This contract does not cover the School Transportation Department or the Roane County Highway Department.

### **Contract Information**

1. This contract may be awarded to multiple vendors. For example, the ambulance/fire vehicle maintenance may be awarded to one vendor and the rest of the contract, which is more traditional vehicles, to another company. Roane County reserves the right to use quick-lube businesses for convenience.
2. All vehicles that are under warranty will be serviced at the local dealership of the vehicle's manufacturer. All warranty items shall be handled by the dealer.
3. Bids will be considered only from full-service garages. Contractors may subcontract specialized services that are not provided at the contractor's facility. Any work that is subcontracted must be warranted by the prime contractor.
4. This contract has no guarantee of dollar volume or frequency of use.
5. In the event of an emergency or if the contractor cannot service a vehicle in a timely manner, the county reserves the right to contract with another vendor.

### **COMPLIANCE**

1. If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Roane County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Roane County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Roane County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Roane County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
2. Roane County does not guarantee any quantities of goods or services to be purchased from of this term Contract. Roane County does not have an exact dollar amount that was procured for these types of goods/services.

## **TERM OF THE CONTRACT**

The term of the contract is for fiscal year beginning July 1, 2021 through June 30, 2022.

## **BID RENEWAL**

Roane County reserves the right to renew all aspects of the bid one year at a time for an additional four (4) years (2022-23, 2023-24, 2024-25, 2025-26) based on a firm fixed price and in accordance with the same Terms & Conditions of the original Invitation to Bid. Roane County Purchasing will notify the vendor of their intention to renew this contract prior to June 1 of the proposed renewal year. This renewal is not automatic and will be based on an annual review of the contract.

## **Contractor's Requirements**

1. Contractor is to be an established company with all required licenses, certifications, facilities, equipment and trained personnel necessary to perform the requirements specified herein. Include a copy of certification(s) in your bid.
2. Contractor is required to carry garage keeper's insurance along with property insurance to adequately cover any county owned equipment and/or supplies that are stored at their facility. A certificate of insurance must be issued by the vendor's insurance company.
3. Contractor is to provide a locked storage area for pool cars for the Sheriff's Department & Office of Emergency Services. Both departments must have access to this storage area 24 hours per day, 7 days per week.
4. For vehicles whose repairs are more than one day and the vehicle is required to remain at the contractor's location over-night, the vehicle(s) must be in a secure area to protect the vehicle and all equipment in the vehicle.
5. In addition to the pool car storage area, the contractor is to provide a secure storage area for wrecked and/or surplus vehicles to use for parts and for tire and vehicle equipment storage.
6. The contractor is to provide 24 hour, 7 days per week towing and road side assistance.
7. Incidental charges for supplies, e.g. shop supplies, rags, miscellaneous nuts, bolts, charges for making out work orders, etc. are the responsibility of the contractor. Invoices are to show a break-down of labor and parts for all repairs. Failure to do so may be cause for cancellation of the contract
8. For repairs other than those authorized in this contract and over \$500, the contractor must contact a representative of the county for authorization to complete the repair. It is the responsibility of the contractor to advise the county if a vehicle's repairs are so extensive and the age of the vehicle is such that a decision as to whether it is cost efficient to continue to repair the vehicle. In this instance, the contractor must contact a representative of the county for authorization to complete the repair(s).
9. The Office of Emergency Services and Sheriff's Department are both emergency response agencies. These vehicles must be given priority over all other vehicles. The contractor shall agree, if the agency deems it necessary, to provide service to these vehicles in less than 30 minutes. Any service taking longer will be documented. Three services in one month taking longer than 30 minutes shall be cause for contract termination. This does not apply to large repairs or service that has been scheduled with the contractor. The county will try and schedule routine maintenance so as not to cause a hardship on the contractor.

## **Standards**

1. All services performed under this contract will be performed in accordance with best industry practices and all parts installed will be genuine, original manufacturer or an approved equivalent. Prior approval must be given by a county representative of the department requesting service to use parts other than genuine manufacturer's parts.
2. If any used, rebuilt or reconditioned parts are supplied, it shall be clearly stated on the invoice and approved by a county representative prior to installing. The contractor will return or provide inspection for all replaced parts. Services/parts guarantees and warranties shall be stated therein.

3. Roane County has various makes and models of vehicles and the vendor is to be proficient in maintaining and repairing all makes and models.
4. Contractor is to use only the oils, lubricants, fluids and parts that are recommended by the manufacturer.

### **Termination of the Contract**

1. Time and convenience of the county is of the utmost importance. Repetitive substantiated complaints of delays, inefficient operating procedures, poor service and/or incorrect billings may be grounds for termination of the contract in whole or in part.
2. This contract may be terminated by either party by giving thirty (30) days written notice of such intent.
3. The county reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the contractor are deemed to be unsatisfactory or upon failure to perform any of the terms and conditions contained in this Invitation to Bid.

### **Invoicing & Payments**

1. The contractor is to submit properly completed invoice(s) to:  
Roane County Accounting  
PO Box 643  
Kingston, Tennessee 37763
2. A receipt is to be provided to the individual picking up the vehicle that states what services done and any parts that were used. Invoices must detail labor and materials.
3. Invoices are to be submitted to the Accounting Department every thirty (30) days. Failure to do so may result in contract termination.
4. To ensure prompt payment, each invoice should include a complete description of the work completed along with parts prices, unit and total price, discount terms and include the contractor's name and return remittance address.

### **SCOPE OF WORK**

Roane County's fleet consists of various types of vehicles. A copy of the Sheriff's fleet and the Office of Emergency Service's fleet is included in the bid documents.

The bid shall include a per vehicle rate for various types of service for all cars and trucks with gasoline engines and not over one ton. It is understood that some vehicles may have different oil capacities. Therefore, pricing is requested for oil changes for five-quart and six-quart capacities. Any vehicle not fitting either category will be addressed individually. The bid shall be a flat rate for each category and preventive maintenance services as described herein.

The Sheriff's Department averages per vehicle 150-300 miles per day and the Office of Emergency Services averages 5,600 miles per month per ambulance.

## **Tire Service**

1. For the purpose of this bid, do not include the price of tires in bid price. Tires may be furnished by Roane County. The county reserves the right to purchase tire through the contractor but generally will purchase tires through other contracts. If the tires are purchased through the contractor, the contractor will be expected to rotate and balance the tires for the life of the tires. The Office of Emergency Services requires that at tire replacement the valve stems be replaced with high pressure valves.
2. Tire service is to include, but is not limited to the following:
  - a. Tire Rotation
  - b. Mount & Balance
  - c. Wheel Balance
  - d. Tubeless Valve
  - e. Install & Remove Tire Chains
  - f. Store Snow Tires & Change As Needed
  - g. Roadside Tire Changes

## **SAMPLE PREVENTIVE MAINTENANCE SCHEDULE DODGE CHARGER**

### **1. Service Group #1 - Oil / Filter Changes**

- At every 5,000 miles change the oil and filter
- Use SAE 10-W-30 oil which meets SH, SJ standards.
- Check all fluids, brake master cylinder, power steering, transmission.
- Check air filter unit.
- Visual inspection of radiator and radiator cap. At operation temperature check the coolant level by observing lines on surge tank for proper fill.
- Visual inspection of radiator and heater hoses and all rubber vacuum lines.
- Check belts for fan, alternator, water pump and air conditioner for proper tension and signs of wear.
- Make under-hood check of all electrical wires and connections.
- Ensure area in front of radiator is clean and free of debris such as bugs, grass, etc.
- If equipped with grease fittings, lubricate steering, suspension, and ball joints.

### **2. Service Group #2 - Tire Rotation/Maintenance/Replacement**

- Every 10,000 miles rotate tires on four-tire rotation basis.
- Visually inspect brakes when rotating tires.
- Check tire pressure regularly. Maintain at 35-44 PSI, cold.
- Replacement of tires with more than 3/32 inch of tread must be approved by Sheriff, Chief or Lieutenant.
- When wheels are taken off for any reason, torque wheel nuts to manufacturers specifications. Improper tightening of wheel nuts will warp the brake rotors and result in poor brake performance.
- Tires must be V speed rated.

### **3. Service Group #3 - Air Filters**

- Every 15,000 miles replace the paper air filter element.
- Filter should be replaced immediately if the vehicle is exposed to severe dust conditions.

### **4. Service Group #4 - Fuel Filter and Other 15,000 Mile Adjustments**

- Replace the fuel filter every 15,000 miles.

### **5. Service Group #5 - Cooling System**

- Flush and fill cooling system at 100,000 miles.
- Use antifreeze all year round and check frequently during Winter months. Protection must be - 20 degrees.
- Use only antifreeze which is yellow or green in color. Do not mix orange antifreeze with original yellow or green.

### **6. Service Group #6 - Transmission**

- Every 50,000 miles flush all fluid and change the filter.

### **7. Service Group #7 - Spark Plugs**

- Replace every 60,000 miles.

## 8. **Service Group #8** - Brakes

- Replace brake pads as necessary with approved pads.
- Rotors should be replaced with new, not resurfaced.

### **Other Related Policies and Guidelines**

- DO NOT overfill crankcase.
- DO NOT use gas-saving devices or gadgets.
- DO NOT use gadgets that supposedly increase power.
- Follow manufacturer guidelines within starting a dead battery to avoid damaging the vehicle's computer. DO NOT USE JUMPER CABLES.
- BRAKE FLUID SPECIAL NOTICE: Use only high performance DOT 3 brake fluid that meets or exceeds Dodge/Chrysler specifications.
- Operate the air conditioner at least once monthly during the winter to lubricate seals.



## **SAMPLE PREVENTIVE MAINTENANCE SCHEDULE SPORT UTILITY VEHICLE**

Below is a description of preventive maintenance items that have been established for servicing Sport Utility Vehicles. Pricing is requested for each of the service groups. Also included is the service schedule using the Service Groups listed below:

### **1. Service Group #1 - Oil / Filter Changes**

- At every 5,000 miles change the oil and filter
- Use SAE 5-W-20 oil which meets SH, SJ standards.
- Check all fluids, brake master cylinder, power steering, transmission.
- Check air filter unit.
- Visual inspection of radiator and radiator cap. At operation temperature check the coolant level by observing lines on surge tank for proper fill.
- Visual inspection of radiator and heater hoses and all rubber vacuum lines.
- Check belts for fan, alternator, water pump and air conditioner for proper tension and signs of wear.
- Make under-hood check of all electrical wires and connections.
- Ensure area in front of radiator is clean and free of debris such as bugs, grass, etc.
- If equipped with grease fittings, lubricate steering, suspension, and ball joints.

### **2. Service Group #2 - Tire Rotation/Maintenance/Replacement**

- Every 10,000 miles rotate tires on four-tire rotation basis.
- Visually inspect brakes when rotating tires.
- Check tire pressure regularly. Maintain at 35-44 PSI, cold.
- Replacement of tires with more than 3/32 inch of tread must be approved by Sheriff, Chief or Lieutenant.
- When wheels are taken off for any reason, torque wheel nuts to manufacturer's specifications. Improper tightening of wheel nuts will warp the brake rotors and result in poor brake performance.
- Tires must be V speed rated.

### **3. Service Group #3 - Air Filters**

- Every 15,000 miles replace the paper air filter element.
- Filter should be replaced immediately if the vehicle is exposed to severe dust conditions.

### **4. Service Group #4 - Fuel Filter and Other 15,000 Mile Adjustments**

- Replace the fuel filter every 15,000 miles.

### **5. Service Group #5 - Cooling System**

- Flush and fill cooling system at 100,000 miles.
- Use antifreeze all year round a check frequently during Winter months. Protection must be -20 degrees.
- Use only antifreeze which is yellow or green in color. Do not mix orange antifreeze with original yellow or green.

### **6. Service Group #6 - Transmission**

- Every 50,000 miles flush all fluid and change the filter.
- The Crown Victoria is equipped with low gear lockout; do not remove.

**7. Service Group #7 - Spark Plugs**

- Replace every 60,000 miles.

**8. Service Group #8 - Brakes**

- Replace brake pads as necessary with approved pads.
- Rotors should be replaced with new, not resurfaced.

**Other Related Policies and Guidelines**

- DO NOT overfill crankcase.
- DO NOT use gas-saving devices or gadgets.
- DO NOT use gadgets that supposedly increase power.
- Follow manufacturer guidelines within starting a dead battery to avoid damaging the vehicle's computer. DO NOT USE JUMPER CABLES.
- BRAKE FLUID SPECIAL NOTICE: Use only High Performance DOT 3 brake fluid that meets or exceeds Ford Motor Company specifications.
- Operate the air conditioner at least once monthly during the winter to lubricate seals.

## **SAMPLE PREVENTIVE MAINTENANCE SCHEDULE AMBULANCES**

Please note: Ambulances typically hold 15 quarts of oil. Refer to manufacturer's recommendations to verify type and amount of oil.

1. **Service Group #1** – Every 3,000 miles – Provide the following service items.
  - Change oil & filter
  - Lubricate chassis
  - Check all fluids
  - Check tire pressure
  - Check all belts & hoses
  - Check air filter
  - Check brakes
  
2. **Service Group #2** – Every 10,000 miles – Provide the following service items.
  - Change oil & filter
  - Lubricate chassis
  - Replace all filters including air, fuel & PCV filter
  - Check brakes and wheel bearings
  - Check & adjust valves if rocker-type arm
  - Replace plugs, points, cap, rotor and all necessary tune-up & emission items
  - Check all belts including timing belt
  - Inspect cooling system hoses & fluid for cleanliness
  - Check temperature for engine thermostat
  - Look over vehicle for leaks and other problems
  
3. **Service Group #3** – Every 20,000 miles – Provide the following service items.
  - Bleed brakes to renew fluid & remove contamination from normal wear & tear
  - Drain cooling systems, radiator, engine block & all heater related components
  - De-scale as necessary and inspect tubes in radiator for cleanliness. Replace thermostat.
  - Refill with distilled water & 10% glycol.
  - Add corrosion protection fluid.
  - Replace automatic transmission fluid
  - Change filter and clean screen & magnets
  
4. **Service Group #4** – Every 30,000 miles or 3 years – Provide the following service items.
  - Check & adjust pocket-style valves
  
5. **Service Group #5** – Every 50,000 miles or 5 years – Provide the following service items.
  - Replace oil in transmission
  - Replace oil in differentials and transfer case
  
6. **Service Group #6** – Every 60,000 miles or 6 years
  - Replace rubber timing belts on camshafts

**State of Tennessee Vehicle Inspection**

The State of Tennessee requires that ambulances be inspected on an annual basis. Enclosed is a copy of the required inspection form. Please price below.

**Price per Inspection at Contractor's Location**    \$ \_\_\_\_\_

**Price per Inspection at the County's Facility**    \$ \_\_\_\_\_

## PRICE SHEET FOR ROUTINE MAINTENANCE ITEMS

### Oil, Lube & Maintenance Checks

The following is a list of service items that are required to be performed when vehicles come in for routine service:

- Drain & refill crankcase with name brand oil of manufacturer's recommended type and weight
- Replace oil filter with the filter recommended by the manufacturer
- Lube all grease fittings
- Check rear differential oil level and add as required
- Check power steering fluid level and add as required
- Check transmission fluid level and add as required
- Check brake fluid and add as required
- Check windshield washer fluid level and add as required
- Check windshield wiper blades
- Check antifreeze level and advise driver of need to fill
- Check air filter and advise driver of need to change
- Check air pressure in tires and inflate to proper pressure & check for foreign objects
- Check belts for condition & tension and advise driver of need to change

**Price for the services listed above for a vehicle requiring 5 quarts of oil.      \$ \_\_\_\_\_**

**Price for the services listed above for a vehicle requiring 6 quarts of oil.      \$ \_\_\_\_\_**

**Price for the services listed above for a Freightliner Ambulance      \$ \_\_\_\_\_**

**Price for the services listed above for a Chevrolet Ambulance      \$ \_\_\_\_\_**

### Safety Check for Vehicles

The following is a list of service items that are required to be performed when vehicles come in for a safety check. Contractor is to advise the driver of any deficiencies:

- Includes removal and rotation of wheels/tires & inspect tires
- Inspect front & rear brakes for wear, etc.; record amount of lining
- Inspect suspension, ball joints, tie rods & shocks
- Inspect hoses & belts, check fluids
- Lube all hinges & latches
- Check service indicator
- Check light operation (turn signals, back-up, headlights, taillights & brake lights)

**Price for the services listed above for a routine vehicle safety check.      \$ \_\_\_\_\_**

**Tire Services**

If tires are purchased through the contractor, it is expected that tire rotation and balancing is provided at no cost for the life of the tires. For those tires that are supplied by the county or purchased at another dealer, please price the following tire service items:

- Tire Rotation \$ \_\_\_\_\_
- Mount & Balance per Tire \$ \_\_\_\_\_
- Install & Remove Tire Chains \$ \_\_\_\_\_
- Remove & Install Snow Tires \$ \_\_\_\_\_

**Brake Services**

Please provide the following pricing for brake services as described for the following vehicles.

**Brake Repair including Wheel Pack**

- Dodge Charger with Rotors \$ \_\_\_\_\_
- Dodge Charger without Rotors \$ \_\_\_\_\_
- Sport Utility Vehicles with Rotors \$ \_\_\_\_\_
- Sport Utility Vehicles without Rotors \$ \_\_\_\_\_
- Ford Ambulances with Rotors \$ \_\_\_\_\_
- Ford Ambulances without Rotors \$ \_\_\_\_\_

**Brake Repair including Wheel Pack**

- Front Brakes with Rotors \$ \_\_\_\_\_
- Front Brakes without Rotors \$ \_\_\_\_\_
- Rear Brakes with Rotors \$ \_\_\_\_\_
- Rear Brakes without Rotors \$ \_\_\_\_\_

**Towing & Road Side Service**

The contractor is to provide 24-hour, 7 day per week towing and road side service to all county vehicles. Road side service is for minor repairs such as tire changes, boosting vehicles, etc. Please price as follows for towing & road side service:

Please indicate what are considered normal working hours from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

What are your business days and hours for your service department? \_\_\_\_\_

**During normal working hours:**

Vehicle Towing (inside Roane County) price/tow \$ \_\_\_\_\_

Vehicle Towing (outside Roane County) price/tow \$ \_\_\_\_\_

Road Side Service (inside Roane County) price/incident \$ \_\_\_\_\_

Road Side Service (inside Roane County) price/incident \$ \_\_\_\_\_

**After normal working hours:**

Vehicle Towing (inside Roane County) price/tow \$ \_\_\_\_\_

Vehicle Towing (outside Roane County) price/tow \$ \_\_\_\_\_

Road Side Service (inside Roane County) price/incident \$ \_\_\_\_\_

Road Side Service (inside Roane County) price/incident \$ \_\_\_\_\_

**Storage Facilities**

The contractor is required to have a secure storage facility for surplus vehicles to be used for parts, for the Sheriff's Department's pool vehicles, seized and other vehicles if necessary. There may also be a need for storage for the Office of Emergency Services but not to the extent that will be needed for the Sheriff's Department. The Sheriff's Department needs an area that will store approximately 25-75 vehicles at any given time.

The contractor must also have a secure storage area for supplies and/or equipment that is provided by the county. These types of items may be tires, vehicle equipment, supplies, oils & lubricants, etc.

If there are no charges for storage included in the bid submitted, the contractor shall not make any future claims for compensation for storage.

Does your company have storage available as described above? \_\_\_\_Yes \_\_\_\_No

If yes, please indicate how you will charge for storage. \_\_\_\_\_

**Vehicle Repairs**

For service and/or repairs that are not specifically requested in this bid document. Please price the following rates:

Standard Rate per Hour \$ \_\_\_\_\_

Trouble Shooting & Diagnostic per Hour \$ \_\_\_\_\_

Emergency Repairs/Service per Hour \$ \_\_\_\_\_

Do you bill in increments of an hour for actual work time? \_\_\_\_Yes \_\_\_\_No

Do you have a minimum charge? \_\_\_\_Yes \_\_\_\_No

Please describe your billing procedure. \_\_\_\_\_

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**Parts & Supplies**

Parts or supplies for routine service may be purchased by the county if there proves to be a cost savings in doing so. Whenever this is not possible, the contractor will be expected to purchase necessary parts or supplies. Please indicate below the mark-up percentage for parts or supplies purchased by the contractor. The contractor must provide proof of purchase cost upon request by the county.

Parts/Supplies = Contractor Cost + Percentage Mark-Up \_\_\_\_\_%



**Roane County Government - Vehicle Inventory**

**Department: Ambulance**

<b>Mfg</b>	<b>Model</b>	<b>Year</b>	<b>VIN</b>
FORD	E350 TYPE 111	2016	1FDWE3FS5GDC55828
FORD	E350 SUPER DUTY	2016	1FDWE3FS4GDC38793
FORD	E350 SUPER DUTY	2018	1FDWE3FS5JDC19533
FORD	E350 SUPER DUTY	2019	1FDWE3FSXKDC52920
FORD	E350 SUPER DUTY	2019	1FDWE3FS9KDC62984
FORD	EXPLORER	2019	1FM5K8AR4KGA62907

**Roane County Government - Vehicle Inventory**

**Department: Sheriff's Department**

<b>Mfg</b>	<b>Model</b>	<b>Year</b>	<b>VIN</b>
FORD	CROWN VIC	2008	2FAFP71V88X136341
FORD	WSD VAN	2011	1FBNE3BL5BDA61375
FORD	F350 TRUCK	2004	1FTSW30S44ED00563
CHEVROLET	TAHOE	2009	1GNEC03099R264309
DODGE	CHARGER	2012	2C3CDXAT0CH282793
CHEVROLET	TAHOE	2013	1GNLC2E09DR341009
FORD	ECONO VAN	2012	1FBNE3BL0CDA77288
DODGE	CHARGER	2013	2C3CDXAT9DH648316
DODGE	CHARGER	2013	2C3CDXAT1DH544421
DODGE	CHARGER	2013	2C3CDXAT1DH544422
DODGE	CHARGER	2014	2C3CDXAT2EH132896
DODGE	CHARGER	2014	2C3CDXAT6EH132897
CHEVROLET	TAHOE	2014	1GNLC2E08ER201650
DODGE	CHARGER	2014	2C3CDXAT3EH362172
DODGE	CHARGER	2014	2C3CDXAT9EH362158
DODGE	CHARGER	2014	2C3CDXAT7EH362160
DODGE	CHARGER	2014	2C3CDXAT7EH362157
DODGE	RAM 1500	2015	1C6RRZXT4FS659919
FORD	ECP 4W	2015	1FMCU0JX7FUA24192
DODGE	DURANGO	2015	1C4RDJFG4FC938466
DODGE	DURANGO	2015	1C4RDJFG4FC145684
DODGE	CHARGER	2014	2C3CDXAT9EH362225
DODGE	CHARGER	2014	2C3CDXAT2EH362227
DODGE	CHARGER	2014	2C3CDXAT4EH362228
DODGE	CHARGER	2015	2C3CDXKT1FH919516
FORD	F250	2007	1FTSW21Y37EB11503
OSHK	M12	2010	10TBTAX33AS128689
FORD	BOX VAN	2005	1FCLE49S75HB18341

**Roane County Government - Vehicle Inventory**

**Department: Sheriff's Department**

FORD	EXPLORER	2017	1FM5K8AR5HGB40605
FORD	EXPLORER	2017	1FM5K8AR1HGB40603
FORD	EXPLORER	2017	1FM5K8AR3HGB40604
FORD	EXPLORER	2017	1FM5K8AR7HGB40606
FORD	EXPLORER	2017	1FM5K8AR8HGB40601
FORD	EXPLORER	2017	1FM5K8ARXHGB40602
MINE RESIST	INTER MAX		1HTLSAZT3BJ074409
CHEVROLET	TAHOE	2017	1GNSKFKC7HR289938
CHEVROLET	TAHOE	2017	1GNSKFKC8HR286353
FORD	XPL	2018	1FM5K8AR6JGA20575
FORD	XPL	2018	1FM5K8AR8JGA20576
FORD	XPL	2018	1FM5K8ARXJGA20577
FORD	XPL	2018	1FM5K8AR1JGA20578
FORD	XPL	2018	1FM5K8AR3JGA20579
FORD	XPL	2018	1FM5K9ARXJGA20580
FORD	XPL	2018	1FM5K8AR1JGA20581
CHEVROLET	SILVERADO	2018	1GC4KZCY4JF151326
FORD	F150	2017	1FTEW1EG9HKC20060
FORD	F150	2017	1FTEW1EG0HKC20061
DODGE	CHARGER AWD	2015	2C3CDXKT4FH779185
AMG	HUMMER	1994	151517
DODGE	CHARGER AWD	2014	2C3CDXAT0EH362159
FORD	F150	2019	1FTEW1P42KKE40537
FORD	EXPLORER	2019	1FM5K8AR2KGB15135
FORD	EXPLORER	2019	1FM5K8AR4KGB15136
FORD	EXPLORER	2019	1FM5K8AR6KGB15137
FORD	EXPLORER	2019	1FM5K8AR8KGB15138
FORD	EXPLORER	2019	1FM5K8ARXKGB15139
FORD	EXPLORER	2019	1FM5K8AR6KGB15140
FORD	EXPLORER	2019	1FM5K8AR8KGB15141
BLUE BIRD	BUS	2006	1BAKBCKH76F32280
FORD	F15 PICK-UP	2020	1FTEW1P47LKE11097
FORD	F15 PICK-UP	2020	1FTEW1P49LKE11098
FORD	F15 PICK-UP	2020	1FTEW1P45LKE11101
FORD	F15 PICK-UP	2020	1FTEW1P47LKE11102
FORD	F15 PICK-UP	2020	1FTEW1P40LKE11099
FORD	F15 PICK-UP	2020	1FTEW1P43LKE11100
FORD	EXPEDITION	2020	1FMJU1JT9LEA26915