

City of
SHELBYVILLE
Tennessee

May 10, 2018

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **OIL CHANGE AND ROUTINE VEHICLE SERVICE FOR CITY DEPARTMENTS - 2018**.

Proposals will be accepted **until 2:00 p.m., May 31, 2018** at the Purchasing Department, City Hall, 201 N. Spring St., Shelbyville, TN 37160. Proposals should be submitted in sealed envelopes marked **"OIL CHANGE AND ROUTINE VEHICLE SERVICE FOR CITY DEPARTMENTS - 2018"**. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed Bid Committee on Thursday, May 31, 2018 at 2:00 p.m. at City Hall, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council meeting at the Shelbyville City Hall Annex. (June 14, 2018)

Minimum Specifications:

30 minutes or less service time (20 minutes preferred)

Service to include:

- Complete oil & oil filter change
- Check all fluid levels
- Tire pressure check
- Tire rotation
- Brake inspection
- Wiper inspection
- Air filter change
- Complete lubrication

This service will be used primarily by the Shelbyville Police Department with a fleet of 42 vehicles. Occasional use of this service by other City departments is possible.

- Castrol motor oil is preferred (or approved equal)
- 10W-30, 5W-20 or 5W-30 (per manufacturer recommendation) motor oil for police cars - 5 quarts per unit)
- Oil filters to be of high quality. Example: Fram, AC, Ford Motorcraft (per manufacturer recommendation)

Options that may also be included on submission:

- Alignment
- Air Conditioning service
- Brake repair, resurfacing rotors

On submitted proposal please provide:

- Hours of business operation
- Ability to meet minimum requirements above, noting any variations
- Minimum service time
- Warranty
- Please provide a list of references. (in Middle Tennessee if possible)

Services to begin June 15, 2018.

Pricing to be good 06/15/2018 - 06/14/2019 with a 2-year option to renew. This bid is only renewable upon the agreement of both parties, and it will be reviewed at the end of each 12-month period.

If a price increase is necessary at the beginning of the 12-month option period, it must be agreed upon by both parties. If the City determines the price increase is unreasonable, the service will then be put out for bid immediately.

The City of Shelbyville reserves the right to terminate this contract with 30-day written notice.

Any questions may be directed to Purchasing Agent Lori Saddler 931/684-2691.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed Bid Committee and City Council. Proposal to all or part of the RFP indicates willingness to supply part or all of the proposal.

The City of Shelbyville reserves the right to reject any and all proposals. A current business license must be furnished upon request. Successful bidder must also furnish Certificate of Liability insurance and Workers Compensation insurance to City upon request.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal financial assistance from the Department of Transportation or the U.S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection. The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Lori Saddler
Purchasing/IT Director