



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

RFB NO: 202017

TITLE: Auto Fleet Maintenance and Repair

Solicitation Schedule & Deadlines:

October 30, 2019	Solicitation Release/Advertising Date
November 6, 2019 2PM	Deadline for Submitting Questions
November 8, 2019 4:30PM	Deadline to post Addendum
November 19, 2019 2PM	Deadline to Submit Response
November 19, 2019 2:30PM	Opening Date I Time

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

November 19, 2019 2PM

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: 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.

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)

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

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 1 ton and smaller.
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, all installed emergency equipment and/or any additional parts and/or services needed by Franklin County to maintain their vehicle fleet.
5. On-site repairs as needed.
6. Franklin County is aware it may not be possible for one contractor to service the entire fleet.
7. Contractor is required to indicate on "Attachment 2" the vehicles they have the capability to service/repair/obtain parts.
8. Contractor must be able to provide service to all departments necessary. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 p.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request.
9. Parts pricing to be MSRP minus percentage discount. Parts pricing to include shipping cost to vendor location.

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 State 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.

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.

Vendor/Contractor Signature

Date

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.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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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) 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

202017 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

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

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

SOLICITATION #202017 DATE: November 19, 2019 2PM

DESCRIPTION: Auto Fleet Maintenance 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.

VEHICLE TYPE	YEAR	MAKE & MODEL	CONTRACTOR CAPABILITY
PICKUP TRUCK 1/2 TON & UNDER			
	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 (2)	
	2003	CHEVY 1/2 TON (2)	
	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 (2)	
	2007	FORD F150 (2)	
	2007	FORD VAN (2)	
	2007	FORD RANGER (2)	
	2008	CHEVROLET K1500 4X4 CREW CAB 1/2 TON	
	2008	DODGE 1/2 TON QUAD CAB 4X4	
	2008	FORD F350	
	2008	FORD F250	
	2008	FORD F150 (2)	
	2009	CHEVY SILVERADO	
	2009	CHEVY 1500	
	2009	FORD 1/2 TON	
	2011	FORD F150	
	2011	CHEVY AVALANCHE	FCSO-1
	2014	FORD 1/2 TON 4X4 4WD (2)	
	2015	FORD MID SIZE VAN	
	2015	FORD 1/2 TON 4X4 4WD (2)	
	2015	GMC 1/2 TON	
	2016	DODGE RAM 1500 (3)	FCSO-2
	2016	FORD 1/2 TON EXT 4x4	
	2017	FORD 1/2 TON 4x4 (5)	
	2017	FORD F150 (2)	FCSO-2
	2017	GMC 1/2 TON	
	2018	FORD 1/2 TON CREW CAB 4X4 (3)	
	2018	CHEV SILVERADO 2500	FCSO-2 3/4 TON

SUV			
	2007	CHEVY BLAZER (3)	
	2007	FORD FREESTYLE	FCSO-1
	2008	CHEVY TRAIL BLAZER	FCSO-1
	2009	FORD ESCAPE	
	2010	CHEVY TAHOE	
	2013	CHEVY TAHOE (2)	FCSO-2
	2013	FORD EXPLORER (3)	
	2014	CHEVY TAHOE	FCSO-1
	2014	FORD EXPLORER	
	2015	FORD ESCAPE	
	2015	FORD EDGE	FCSO-1
	2015	FORD EXPLORER (3)	FCSO-2
	2016	CHEVY TAHOE	
	2016	FORD EXPLORER (2)	FCSO-2
	2016	FORD EXPEDITION	
	2017	CHEVY EQUINOX	
	2017	FORD EXPLORER (11)	FCSO-11
	2018	FORD EXPLORER (12)	FCSO-12
	2019	CHEVY TAHOE 4X4	FCSO-1
	2019	DODGE DURANGO AWD	FCSO-11
CARS			
	2004	CHEVY IMPALA (2)	
	2005	FORD TAURUS	
	2006	CHEVY IMPALA	
	2006	FORD CROWN VICTORIA	
	2008	CHEVY IMPALA (3)	
	2008	DODGE CHARGER	
	2008	FORD CROWN VICTORIA	
	2009	CHEVY IMPALA	
	2009	DODGE CHARGER (2)	
	2010	DODGE CHARGER (2)	FCSO-1
	2011	FORD CROWN VICTORIA (2)	FCSO-2
	2012	DODGE CHARGER (6)	FCSO-3
	2013	CHEVY IMPALA	
	2013	DODGE CHARGER (9)	FCSO-5
	2013	FORD TAURUS	
	2014	CHEVY IMPALA	
	2014	DODGE CHARGER (9)	FCSO-6
	2014	FORD TAURUS (2)	FCSO-1
	2015	DODGE CHARGER (7)	FCSO-11
	2016	CHEVY IMPALA LIMITED	
	2016	DODGE CHARGER (6)	FCSO-8

OTHER			
	2008	FORD ECONOLINE	FCSO-1
	2010	DODGE GRAND CARAVAN SE	FCSO-1
	2017	FORD 150 1/2 TON TRANSIT VAN	FCSO-1
	2017	FORD TRANSIT 350 WAGON	FCSO-1
	2018	FORD TRANSIT CONNECT XL	FCSO-1
	2018	FORD INTERCEPTOR TAURUS	FCSO-1