

Scott County Facility and Support Services Department
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030
Phone: (563) 326-8793
Fax (563) 328-3245

E-Mail: purchasing@scottcountyiaowa.com

REQUEST FOR QUOTATION

Scott County Requisition No. 18609

Bidders need to complete and submit this form.

Submission Date: 2/1/2010	No Later Than: 2:00pm
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Qty	Description
	Scott County seeks qualified supplier or suppliers to establish multi-year vehicle maintenance services
	Please see attached background, scope and fleet information
	Contact information is also included.
	Please respond by date and time indicated if interested
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using the following link. Scott County, Iowa: Action Center

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:
(Scott County Use Only)

Name

Date: 1/22/2010
Time: 12:45pm

Title

Company

Date

PLEASE NOTE:

Bidders must provide an estimated delivery date in their bid response!

Company Contact Information:	Phone:
	E-Mail:

"By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

Facility & Support Services

600 West Fourth Street

Davenport, Iowa 52801

(563) 326-8738 (Voice)

(563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

January 22, 2010

BACKGROUND

Scott County, Iowa seeks a qualified supplier, or suppliers, with which to establish a multi year, cost effective agreement for vehicle maintenance services. Scott County requests firm, fixed pricing on standard maintenance services such as (but not limited to) vehicle washes, oil changes, filter changes, tire rotation, towing, etc. Other types of maintenance, including body work, will be handled on a case by case basis.

Qualified suppliers are invited to submit proposals, based on the information provided in this RFP.

Our goal is to identify a vendor, or vendors, whose capabilities fit our vehicle maintenance requirements and from whom we will purchase labor and materials to meet our specific needs. It is not the intent of this RFP to completely describe all aspects of all vehicle maintenance for all possible requirements.

Scott County intends to establish a multi year contract to be utilized on an as-needed basis. Bidders should specify the basis (list price, governmental pricing, discount levels, etc) upon which the quoted prices are based, and agree to provide all current and future products on that same price basis throughout the contract term.

It is anticipated that the initial contract term will be for 2 years. Scott County reserves the right to terminate the contract at any time during this period by providing the successful bidder with a 30 day written notice.

Bidders are expected to exercise their best professional independent judgment in analyzing the requirements of this RFP to ascertain whether additional clarification is necessary or desirable before responding. If there are any discrepancies in, or omissions to the RFP, or if there are any questions as to any information provided in the RFP, a request must be submitted via e-mail for clarification, interpretation or correction no later than **02/01/2010 at 2:00 p.m.**

Contact information for administrative and technical issues regarding this RFP is:

Dave Donovan

Chair Vehicle Advisory Committee

563-326-8228

ddonovan@scottcountyiowa.com

Except for the designated contact(s) listed above, bidders are not permitted to communicate with County staff regarding this solicitation. If a bidder is found to be in violation of this provision, Scott County reserves the right to reject their bid.

Proposals are due on **02/12/10 by 2:00 p.m.** and may be submitted to:

Scott County Purchasing
600 W 4th St
Davenport, IA 52801

Bids may also be submitted via email to purchasing@scottcountyiowa.com or via fax at 563-328-3245. The vendor may contact purchasing to confirm that the bid has been received by calling 563-326-8793.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's capability to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Special bindings, color displays, etc. are not desired and promotional materials are especially discouraged. Submissions must be double sided.

All proposals must be full and complete at the time of bid opening and all pricing must be good for 90 days following the submission deadline or until a contract is signed, whichever comes first. The bidder warrants that the prices quoted are equal to or lower than those offered for equivalent quantities of products or services to similar institutional accounts. If a bidder offers a general price reduction that lowers the cost for any product or service below the cost provided in a resulting contract, the bidder shall offer the appropriate cost reductions to Scott County.

Proposals must be clearly marked as follows

"Fleet Vehicle Maintenance Proposal"

SCOPE OF WORK- VEHICLE MAINTENANCE

Scott County seeks proposals from vendors to perform maintenance and repair on its fleet of vehicles in accordance with all manufacturers' requirements. To eliminate excess downtime, additional mileage and manpower costs, vendor should be located in Scott County, IA. Currently there are approximately 100 vehicles owned and operated by Scott County that are offered as the base for this contract. Attached at the end of this document is a listing of the current county fleet. This fleet may grow, shrink, or change throughout the duration of this contract.

Also attached at the end of this document is a table of services bidders should add pricing to and submit as part of the bid. The first part of that document is labeled "bundled services". It is expected that bidders for these services shall be able to provide or subcontract, according to the terms outlined herein, ALL of the services in the bundled listing. The second part of the document, labeled "unbundled services" are services that a vendor providing pricing for the bundled services may also bid on. Please note however that Scott County may also solicit bids from other types of vendors (i.e. towing services, oil change facilities, car wash, etc) for the services listed as unbundled.

Vendors submitting proposals must be capable of affecting service and repairs on all types of vehicles. Vendors may utilize subcontractor(s) but will assume responsibility for subcontractor(s) work. It is the expectation of Scott County that technicians servicing our fleet of vehicles, with the exception of vehicle washes and simple PM tasks such as oil changes, are all ASE certified and that any technician working on police vehicles carries all proper certification. The vendor must coordinate all activities with the Scott County Office/Department that said vehicle is assigned to. Prior to repair or replacement of any equipment or parts, the vendor shall provide a written estimate stating what work is to be done, parts that will be required, time required, and the cost for completing the work. All costs must be approved by Scott County prior to commencement of said work.

Additionally, Scott County expects that the successful vendor will maintain a sufficient quantity of material and / or repair parts on hand or have ready access to material and parts in order to prevent unnecessary downtime to fleet vehicles.

All work shall be completed at the vendor's site. Vehicles shall be stored in a secure area at the vendor's site with precautions taken to protect the vehicles from vandalism, theft or other types of damage.

Products and services provided to Scott County under any purchase agreement resulting from this RFP shall be covered by the most favorable commercial warranties the supplier or the manufacturer gives to any customer for the same or substantially similar products, and the rights and remedies so provided are in addition to and do not limit any rights afforded to Scott County by any other article in the agreement and any subsequent agreement. Such warranties shall be effective upon the acceptance of the products and services by Scott County.

Specifically

➤All parts, equipment, and other materials and workmanship furnished by the vendor shall be new and genuine original equipment / parts (unless otherwise agreed upon) and shall include the manufacturer's warranty for replacement.

➤Vendor agrees to guarantee all work performed.

➤Vendor further agrees to replace all components which fail or do not perform according to the manufacturer's specification during the warranty period.

➤Vendor agrees to redo all work which fails or does not perform according to manufacturer's specifications during the warranty period at no cost to Scott County.

CAPABILITY

Scott County should be classified as a highest priority account, with both marked and unmarked law enforcement vehicles receiving priority attention to minimize law enforcement downtime.

Vendor is required to track maintenance, costs, and PM schedules on Scott County fleet vehicles and provide notification of upcoming PM work to driver. Repair, maintenance costs, and PM reports must be provided to Scott County for all fleet vehicles on a quarterly basis (October 1, January 1, April 1, and July 1).

Vendor is required to describe the process in which Scott County can initiate service requests, the length of time for processing and how the requests will be processed and managed. The vendor must have an established track record of highly reliable service and equipment with flexible and effective service options. The availability of different support options must be provided, including the following

- Diagnostics
- Warranty repair work
- Local stocking of parts
- Number of ASE certified technicians
- Location of parts centers and delivery times
- Hours of operation
- Any other relevant information

Scott County is seeking to select a vendor (or vendors) who provide the broadest possible range of quality services and products at reasonable prices, ease of scheduling and acceptable turn around

time. Please provide an overview of your service offerings and capabilities, describe your scheduling process and turn around times for maintenance servicing.

Additionally, Scott County is committed to the sustainable use of energy and other scarce resources. Sustainable practices support ecological, human, and economic growth and vitality. Sustainability presumes that resources are finite and should be used conservatively and wisely with a view to long-term priorities and consequences of the ways in which resources are used.

The vendor is responsible for proper disposal of all old fluids, batteries, tires and any components removed from Scott County fleet vehicles. All disposables and unserviceable parts must be recycled or demanufactured so that they are disposed of in an environmentally sound manner. Vendor shall provide information regarding how their company responds to environmental sustainability criteria.

Vendor shall provide information on the following items

- Does your company charge any additional fees, such as environmental, shop supply disposal, etc.? If so, please identify said fees and explain how they are calculated.
- List the services that your company will out-source.
- List the companies you will out-source to
- List all manufacturers your company is authorized to perform warranty work for.
- Describe your company's policies for cancellations and changes, reimbursement/ credit and return of damaged or unsatisfactory product
- List of references of companies or organizations that you have provided fleet maintenance for within the last 3-5 years.
- Does your company accept payment by credit card?

In addition to the foregoing information submitted by bidders, Scott County shall have the right to consider other verifiable information bearing on financial stability and strength, including other independent reports or publicly available data. The Vehicle Advisory Committee reserves the right to contact, interview, and evaluate the bidder's references, contact any bidder to clarify any response, and contact and interview any current users of a bidder's services.

Scott County reserves the right to accept or reject proposals on each item separately or as a whole, to waive any informalities or irregularities therein, and to contract in the best interest of the County. Scott County also reserves the right to negotiate the modification of proposed terms and conditions with the bidder offering the best value to the County.

BID TABULATION TABLE

BUNDLED SERVICES Page 1 of 2

It is expected that bidders for these services shall be able to provide or subcontract, according to the terms outlined herein,
ALL of the services in the bundled listing.

SERVICE	DEFINITION IF NEEDED	COST	MISC INFORMATION FROM BIDDER
Standard oil change	Drop off/ pick up same day		
Quick oil change	Service while wait 30 minutes or less		
Cooling system flush/refill			
Automatic Transmission flush/ refill			
Rear differential flush/refill			
Transfer case flush/refill			
Timing belt replacement			
Power steering flush/refill			
Accessory belt replacement			
Multi point inspection			
Bidder to list inspection details			
Tire rotation			
Dismount old tires			
Install/balance new tire (labor only)			
Headlight replacement			

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[illegible]

Year	Make	Model	Year	Make	Model
1988	Ford	F250	2005	Ford	Crown Vic
1993	Ford	Aerostar	2005	Ford	Crown Vic
1998	Ford	Box Van	2005	Ford	Explorer
1999	Ford	Crown Vic	2005	Ford	Explorer
2000	Ford	Focus	2005	LDV	MCC
2000	Ford	Escort	2006	Ford	E-350
2000	Ford	Focus	2006	Ford	Ranger
2000	Ford	Focus	2006	Ford	Crown Vic
2000	Ford	Crown Vic	2006	Ford	Crown Vic
2000	Ford	Pkup	2006	Ford	Crown Vic
2001	Ford	Focus	2006	Ford	Crown Vic
2001	Ford	Focus	2006	Ford	Crown Vic
2001	Chevrolet	Van	2006	Ford	Van-E250
2001	Ford	Crown Vic	2006	Ford	Crown Vic
2002	Ford	F-350	2006	Ford	Crown Vic
2002	Ford	Crown Vic	2006	Ford	Crown Vic
2002	Ford	Crown Vic	2006	Ford	Crown Vic
2002	Ford	Crown Vic	2006	Ford	Crown Vic
2002	Ford	Van	2006	Ford	Crown Vic
2002	Ford	Crown Vic	2006	Ford	Explorer
2003	Ford	F-350	2006	Ford	F150
2003	Ford	Ranger	2006	Ford	F150
2003	Ford	Focus	2007	Ford	Focus
2003	Ford	SUV	2007	Ford	Focus
2003	Ford	Crown Vic	2007	Chevy	Malibu
2003	Ford	Van	2007	Ford	Crown Vic
2003	Ford	Crown Vic	2007	Ford	Crown Vic
2003	Ford	Crown Vic	2007	Ford	Crown Vic
2003	Ford	Crown Vic	2007	Ford	Crown Vic
2003	Ford	Crown Vic	2007	Ford	Crown Vic
2004	Ford	Ranger	2007	Ford	Crown Vic
2004	Ford	Ranger	2007	Ford	Crown Vic
2004	Ford	F350	2007	Ford	Van E350
2004	Chevrolet	Trailblazer	2007	Chev	Tahoe
2004	Ford	Crown Vic	2007	Ford	Van
2004	Ford	Crown Vic	2007	Chev	Impala
2005	Ford	Taurus	2007	Chev	Uplander
2005	Ford	Cargo Van	2007	Dodge	Charger

Year	Make	Model
2007	Freightliner	Alexis Custom
2007	Dodge	Durango
2008	Kia	Optima
2008	Ford	Focus
2008	Chevy	Impala
2008	Pontiac	G6
2008	Ford	Crown Vic
2008	Ford	Crown Vic
2008	Ford	Crown Vic
2008	Ford	Crown Vic
2008	Ford	Crown Vic
2008	Ford	Crown Vic
2008	Ford	Explorer
2008	Ford	Fusion
2008	Ford	F250-Crew Cab
2009	Ford	Crown Vic
2009	Ford	Crown Vic
2009	Ford	Crown Vic
2009	Ford	Crown Vic
2009	Ford	Escape
2009	Ford	Escape
2009	Ford	F150
2009	Ford	F150
2010	Honda	Insight
2010	Honda	Insight

SCOTT COUNTY FLEET AS OF 01/07/10