



Request For Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4390
Email: mridgway@boonecountymmo.org

Bid Data

Bid Number: **78-19NOV02**
Commodity Title: **Vehicle Preventative Maintenance**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **TUESDAY, NOVEMBER 19, 2002**
Time: **1:25 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 209
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6th St. and Walnut St. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: **TUESDAY, NOVEMBER 19, 2002**
Time: **1:30 P.M.**
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Standard Terms and Conditions
Vehicle Service Record**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 1) the provisions of the Contract (as it may be amended);
 2) the provisions of the Bid;
 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term of one (1) year, but may be automatically renewed for an additional two (2) years unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

- 2.1. **ITEMS AND/OR SERVICES TO BE PROVIDED** – Vehicle preventive maintenance term and supply contract.
- 2.2. **CONTRACTUAL OBLIGATIONS**
 - 2.2.1. **Contract Duration** - The first contract period shall be from January 1, 2003 through December 31, 2003. This contract is subject to renewal annually for two (2) additional one (1) year periods following expiration of the first contract period.
 - 2.2.2. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month to month basis for a maximum of 6 months from the date of the third contract period expiration if it is deemed to be in the best interest of Boone County.
 - 2.2.3. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.3. **MINIMUM CONTRACT REQUIREMENTS** - Contractor is required to perform the services listed below. Costs for said services must include all parts, materials, tools, supplies, and labor.
 - 2.3.1. Change engine oil per manufactured suggested type and weight of oil. Typical - weights used 5W30 and or 10W30.
 - 2.3.2. Change engine oil filter.
 - 2.3.3. Inspect front brake linings (both).
 - 2.3.4. Change carburetor air filter.
 - 2.3.5. Check all belts for proper tension and condition.
 - 2.3.6. Inspect universal joints.
 - 2.3.7. Check condition of tires and inflation pressure. Correct any inflation deficiencies.
 - 2.3.8. Check fluid levels for transmission, differential, steering gear or power steering pump, master cylinder, battery and cooling system. Correct any deficiencies.
 - 2.3.9. Complete the attached service report.
 - 2.3.10. The successful bidder will be required to provide the manufactured products responded to in this bid or receive an approved equal from the Sheriff's Department representative before using substitute products.
- 2.4. **ADD ALTERNATE**- Automatic car wash to service exterior only and to be requested by Officer and /or Sheriffs Department representative at time of service. Contractor or employee of contractor shall not have access to the interior of the vehicle either to drive or clean inside. Bidder will be requested to provide cost for individual car washes as well as cost for bulk purchases of 100 car washes.
- 2.5. **MINIMUM SERVICE TIME** – Completion of work described in section 2.3.1.through 2.3.9. shall be fifteen minutes or less. Minimum time will begin when the vehicle arrives at the service provider's place of business.
- 2.6. **FLEET INFORMATION** – The Sheriff's Department has a fleet of 42 vehicles that require preventative maintenance to be performed every 3,000 miles. These vehicles will average approximately 2,000 miles per month. County reserves the right to add or delete to this list at any time. This list is only provided so bidders have an estimate of the number of vehicles to be serviced and the potential frequency.

Qty 32 Crown Victoria Ford 98-02	Qty 4 Chev Luminas 00
Qty 1 Olds Achieva 97	Qty 8 Chev Impalas 01-02
Qty 2 Van 93-94	Qty 1 Mercury Sable 98
Qty 1 Bus 94	Qty 1 Truck Mazda 96
Qty 1 BAT Van Ford 94	Qty 2 Cherokee 96
- 2.7. **EVALUATION** - Evaluation of this bid will be based upon the ability of the vendor to perform these services in a timely fashion, the number of service locations available and the cost for said services.
- 2.8. **DESIGNEE** - Boone County Sheriff's Department. 2121 County Drive, Columbia, MO 65202
- 2.9. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed in writing seven (7) days prior to bid due date, to Marlene Ridgway, Buyer, Boone County Purchasing Department, 601 E. Walnut, Room 209, Columbia, Missouri 65201 or by faxing to (573) 886-4392 or email: mridgway@boonecountymo.org

2. Primary Specifications (cont.)

- 2.10. **BILLING AND PAYMENT** - The billing period will be the first of the month to the end of the month. Monthly invoices will be submitted to Boone County Sheriffs Department for payment 30 days after receipt of a correct and valid invoice.

3. *Response Presentation and Review*

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may also be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form**

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.7. **PRICING –**

4.7. List the address of all locations where service will be provided:

4.8. Are Appointments necessary? _____

4.8.1 If Yes, how far in advance must an appointment be scheduled? _____

4.8.2 If No, what is the average wait from time of delivery to the beginning of actual servicing? _____

4.9. What is the average amount of time to perform all service functions required? _____

4.10. Does your firm provide this type of service to other large customers on a term and supply type contract?

4.10.1 If so, Please provide the company name, address, telephone number and the name of the company representative who is familiar with the contract and the services you provide.

4.11. What are your business hours? _____

4.11.1. Are there circumstances that may cause your business to close early? _____

4.11.2. If yes, please provide a detailed description of the circumstances for which your business would close.

4. **Response Form (cont.)**

4.12. Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by the department. Please list the products your firm will use under this contract.

4.12.1. 5W30 Oil - _____

4.12.2. 10W30 Oil - _____

4.12.3. Transmission Fluid - _____

4.12.4. Differential Fluid - _____

4.12.5. Power Steering Fluid - _____

4.12.6. Master Cylinder Fluid - _____

4.12.7. Cooling System Fluid - _____

4.12.8. Battery Fluid - _____

4.13. **MAINTENANCE** Cost Per Vehicle Per Visit using Oil Weight 5W30: \$ _____

4.13.1 **MAINTENANCE** Cost Per Vehicle Per Visit using Oil Weight 10W30: \$ _____

4.14. **ALTERNATE** –Car wash - Exterior only - Cost per vehicle Per visit \$ _____

4.14.1. Cost for 100 car washes purchased in bulk: \$ _____

4.15. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.16.1 Authorized Representative (Sign By Hand):

4.16.2 Type or Print Signed Name:

4.16.3 Today's Date: _____

4.17. Maximum % Increase 2nd Contract Period: _____%

4.18. Maximum % Increase 3rd Contract Period: _____%

4.19. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? _____ Yes _____ No



Standard Terms and Conditions

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.

**BOONE COUNTY SHERIFF'S DEPARTMENT
VEHICLE SERVICE RECORD**

VIN: _____ Odometer Reading: _____

DATE: _____ ARRIVAL TIME: _____

SERVICE BEGINNING TIME: _____ SERVICE ENDING TIME: _____

SHOP LOCATION: _____

Car Washed Yes/No _____

Oil and Oil Filter Changed: _____ Carburetor Air Filter Changed: _____

Condition of Front Brake Linings: _____ Good _____ Fair _____ Poor

Condition of Universal Joints: _____ Good _____ Fair _____ Poor

Condition of Tires	RF:	_____ Good	_____ Fair	_____ Poor
	LF:	_____ Good	_____ Fair	_____ Poor
	RR:	_____ Good	_____ Fair	_____ Poor
	RF:	_____ Good	_____ Fair	_____ Poor

Notation of Belts Checked: _____ Good _____ Fair _____ Poor

_____ Good _____ Fair _____ Poor

_____ Good _____ Fair _____ Poor

Notation of Fluids Checked: _____ Good _____ Fair _____ Poor

_____ Good _____ Fair _____ Poor

_____ Good _____ Fair _____ Poor

_____ Good _____ Fair _____ Poor

_____ Good _____ Fair _____ Poor

Other Observations or Deficiencies Noted:

Mechanic (Signature)

Officer (Signature)