



Request for Proposal

Vehicle Repair and Maintenance Service

March 28, 2019

Town of Allendale
1296 Main Street South
PO Box 551
Allendale, SC 29810

March 28, 2019

Dear Vendor:

The Town of Allendale invites you to submit a proposal to provide Mechanics Services. The attached Request for Proposal (RFP) describes the anticipated services required.

Firms are allowed to bid on both of these RFPs with the understanding that independent and separate firms are required for each set of services.

The RFP also outlines the information that should be included in your proposal. The proposal must be submitted by 5:00 P.M. on Friday, May 31, 2019 to:

Daniel Hofman
Interim Town Administrator
Po Box 551
Allendale, SC 29810

Direct all questions to the Interim Administrator at 803-584-4619 or via email to hofman.daniel.921@gmail.com

We appreciate the effort you are making to provide a complete proposal and look forward to receiving your response.

Very truly yours,

Daniel Hofman
Interim Town Administrator

Introduction

This section of the Request for Proposal (RFP) outlines the proposal submission requirements and provides information on the desired format for proposals. It contains the instructions governing the proposal to be submitted and the material to be included therein, including mandatory requirements (which must be met to be eligible for consideration) and other requirements to be met in each proposal.

Purpose

This RFP is intended to solicit proposals for the performance of mechanics for the Town of Allendale's fleet.

Invitation to Propose

The Town of Allendale is hereby advertising to prospective proposers who have experience in repairing a high volume of vehicles and are licensed and insured. The RFP will be available at the town web site at: www.TownOfAllendale.sc.gov.

Proposers are encouraged to inform the town of their intent to respond via email to the Interim Administrator and to initiate preparation of proposals immediately upon receipt so that adequate time is available to prepare a comprehensive and complete response.

Incurring Costs

The Town of Allendale is not liable for any costs incurred by proposers prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the town.

Format of Proposal

Please minimize the bulk of original writing and make maximum use of your standard brochures and materials. Your proposals must follow the format prescribed below. Failure to complete and furnish all information requested in the form and format specified may result in disqualification.

| SECTION | TITLE |
|----------------|--------------------------------------------------------------------------------------------------------|
| I. | Name, contact, address, telephone and fax number, and e-mail of your firm. |
| II. | Information about you company and project team |
| III. | Vendor Qualifications and Experience |
| V. | Client References |
| VI. | Provide all necessary licenses, permits and certifications relating to vehicle repairs and maintenance |
| VII. | Completed and signed Qualification Questionnaire attached to this RFP |

Feel free to include any material that will add to the persuasiveness of your recommended approach. However, if the materials do not directly address the stated requirements, please include them in an appendix or separate volume. We will review and consider all material submitted but want to concentrate our efforts on the material that directly addresses the town's stated needs.

Understanding of Services Requested

Proposals should indicate the Proposer's understanding of project goals and expectations and must respond to all requirements of this RFP.

Information About Your Company

Please provide information that will enable us to evaluate your company's financial stability, track record, and support capabilities. We require that you include the following:

- 1) Ownership of your company (Form of Business with Principals);
- 2) Number of years in business;
- 3) Ability to service large equipment;
- 4) Total Number of business clients.

Information About Your Proposed Project Team

Please provide information that will enable us to evaluate your proposed audit team and staff resources. We require that you include the following: (1) resumes for your proposed key personnel (i.e., Lead Mechanic), (2) estimates of number of vehicles worked on daily, and (3) brief description of procurement of parts and equipment.

Client References

Please provide a list of at least **two businesses** who have retained your services with your company. The list should provide a customer name, number of employees, and number of vehicles. For each customer reference, include contact names, phone numbers, and email addresses for administration staff.

Proprietary Information

Any restrictions on the use of information contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable Town of Allendale Purchasing Policies and the South Carolina State Statutes. The town shall incur no liability due to release of information from a proposer labeled "proprietary" or "confidential." Separate proposer documentation submitted in support of proposals will be treated as proprietary and confidential, if properly labeled as such.

Response Material Ownership

All material submitted regarding and in response to this RFP becomes the property of the Town of Allendale and will only be returned to the proposer at the town's option. Any person may review responses after final selection has been made. The Town of Allendale has the right to

use any or all system ideas presented in reply to this request, subject to limitations outlined above in "Proprietary Information." Disqualification of a proposer does not eliminate this right.

Town Clarifications

The town reserves the right to obtain clarification of any point in a proposer's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification may result in rejection of the proposer's proposal.

Proposal Submission

The proposal package shall be delivered to:

Daniel Hofman
Town of Allendale
PO Box 551
Allendale, SC 29810

Proposals must be received prior to 5:00 P.M. Eastern Time on May 31, 2019. Proposers must allow sufficient delivery time to ensure receipt of their proposal by the time specified. Any proposals not so withdrawn before the opening date shall constitute an irrevocable offer for a period of ninety (90) days to provide the services set forth in the proposal.

Three (3) copies of the proposal should be sealed in a package showing, in addition to the address shown above, the following information on the outside:

1. Proposer's Name, Contact, Phone number, and Email address
2. Proposal – Town of Allendale Mechanic
3. Proposal due: May 31, 2019.

Late proposals will not be accepted or considered.

Evaluation

The Interim Town Administrator will evaluate all proposals submitted as a result of this RFP. This team will present its recommendation to the Town Council. The Town Council will be asked for their final approval. In order to receive consideration, responses must address all aspects of the requirements specified in the Proposal Response Forms.

Acceptance of Proposal

Failure to furnish all information requested in the form and format specified may disqualify a proposal. The contents of the proposal of the successful proposer will become contractual obligations, if an agreement is executed. Failure of the successful proposer to accept these obligations in a purchase agreement, purchase order or contract, or similar acquisition instrument may result in cancellation of the award and such proposer may be removed from future solicitations.

False or Misleading Statements

If, in the opinion of the town, a proposal contains false or misleading statements or references, it may be rejected.

Other Reservations

The town reserves the right to accept or reject any and all proposals. Further, in the event that funds are not available or are terminated, no contract resulting from this RFP will be executed.

Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by the Town of Allendale to award a contract. If it is deemed in the best interest of the town to do so, the Town of Allendale reserves the right to reject any or all proposals and to waive any informalities and minor irregularities in proposals received or to accept any portion of a proposal or all items proposed, or to reject any and all proposals received in response to this RFP, or to cancel the RFP.

Award of Proposal

The contract will be awarded to that proposer whose proposal and client references present a product that will be the most advantageous to the Town of Allendale. The town reserves the right to negotiate with the proposer selected in the evaluation process for this RFP to acquire the combination of services that best meets its needs within any limitations of available funding.

No Discrimination in Employment

In connection with the performance of work for this project, the Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, creed, color, religion, sex, age, national origin or ancestry; and further agrees to insert the foregoing provision in all subcontracts hereunder.

Background Information

The Town of Allendale is the County seat, located in Allendale County. It is conveniently located between the cities of Augusta, Columbia, Charleston, and Savanna. Allendale has a rural small-town atmosphere and is surrounded by some of the best hunting and fishing environments the country has to offer. There are 3,432 residents in the community of about 1,355 households.

The town government is comprised of an Elected Mayor and a six member Town Council. Appointed officials include: Town Administrator, Chief of Police, Town Clerk, Town Attorney, Auditor, and Municipal Judge.

The town has approximately 20 road vehicles, including Freightliner C7 Diesels Dump Trucks, Ford F-150s, Dodge Chargers, and Ford Crown Victorias. The town has approximately 5 small vehicles, including John Deer Gators, and Zero Turn Lawn Mowers. Finally, the town has approximately 5 specialty vehicles, including backhoes, rollers, and sewer machines.

The town has an enterprise fund for the Water, Sewer, and Sanitation Departments; and a general fund for the Police and Administration Departments.

Town's Fleet

Below is a list of the town's road fleet. This list is subject to change and does not include small equipment/vehicles and specialty vehicles.

| MAKE | MODEL/ENGINE | YR |
|----------------|----------------------------------------|-----------|
| CHEVY | SILVERADO - 4.3L, LIGHT PICKUP, 4X2 | 2000 |
| CHEVY | SILVERADO, 4.8L | 2002 |
| DODGE | RAM PICKUP, 3.9L | 1999 |
| FREIGHTLINER | M2, 7.2L, REAR LOADER, C7, DEISEL | 2005 |
| INTERNATIONAL | FLAT BED DUMP | 1995 |
| STERLING TRUCK | Acterra - GARBAGE, 7.2L, C7, DEISEL | 2006 |

| | | |
|-------|--------------------------------------------|------|
| FORD | CROWN VICTORIA, 4.6L, 4 DOOR HARDTOP | 2008 |
| FORD | F-150, 5.4L, LIGHT PICKUP, 4X2 | 2001 |
| FORD | F-150, 5.4L, LIGHT PICKUP, 4X2 | 2001 |
| FORD | F-150, 5.4L, LIGHT PICKUP, 4X2 | 2001 |
| FORD | CROWN VIC, 4.6L, POLICE INTERCEPTER | 2009 |
| FORD | F-150, 3.7L, 2 DOOR | 2011 |
| CHEVY | CAMARO, 3.6L | 2012 |
| DODGE | CHARGER, 5.7L | 2012 |
| DODGE | CHARGER, 5.7L | 2012 |
| DODGE | CHARGER, 5.7L | 2012 |

| | | |
|---------------|-------------------------------|------|
| DODGE | CHALLENGER, 5.7L | 2013 |
| CHEVY | TAHOE, 5.3L | 2013 |
| CRANE CARRIER | SANITATION TRAILER | 2001 |
| DODGE | CHARGER, 5.7L | 2014 |
| DODGE | CHARGER, 5.7L | 2014 |
| DODGE | CHARGER, 5.7L | 2014 |
| CHEVY | C1500 | 2006 |
| FORD | RANGER, 2.3L | 2008 |
| FORD | F-150, 4.2L | 1997 |
| CHEVY | SILVERADO, 1500, 4.3L, 4X2 | 2003 |

| | | |
|------|--------------|------|
| FORD | RANGER, 2.3L | 2007 |
|------|--------------|------|

Scope of Work

Scope of Work

The work covered by this specification consists of furnishing all material, labor and equipment necessary in performing all operations necessary in connection with repair and maintenance of town vehicles. The proposal shall be for a five year contract with a one year renewal option

Service Availability

The selected firm shall provide vehicle repair services a minimum of five (5) days a week, from at least 8:00 am to 5:00 pm on normal business weekdays. The service hours and days of contractor's firm should be specified in the Qualification Questionnaire attached to this RFP as Exhibit B.

Service Level

The selected firm is required to provide service according to the vehicle manufacturer's recommended service levels.

Special Service

Priority and special service shall be given to expedite the maintenance and repairs of police and emergency vehicles. Police vehicles at the shop for routine maintenance will be given priority over all other vehicles, and the work on these vehicles must be completed as soon as possible, or within 24 hours if the nature of the work requires outside delivery of parts. Contractor will notify Town Administrator for any reasons of extended delay past 24 hours. Police and emergency vehicles at the shop for other maintenance or repairs will also be given reasonable priority.

Fees for Service

Interested firms must submit the Schedule of Fees attached to this RFP.

Parts and Materials

All parts and material required in the performance of this specification shall be charged on the basis of town discounting pricing with agreed vendors as provided by the town with bills for parts sent directly to town. Any parts purchased where the town receives the bill, a copy of each invoice must be attached to the contractor's bill for verification of the parts purchased for town

vehicles. The town reserves the right, should it deem necessary, to inspect the bidders discount procedure, either prior to or after the contract has been awarded. The contractor will be required to show the discount rate allowed on each and every invoice, in the cases where the contractor has to pay directly for the material. Labor rate or service performance rates are as agreed in provided fee outline and Contractor Submittal.

Terms of Payment

Upon award of the contract, the contractor will immediately provide the town with a current W9. No payment will be issued to contractor without a W9. The contractor will issue an invoice at time of completion of service, but no later than once a month from when the work has been completed. It is at the respective Department Head sole discretion to determine that the work specified in the invoice has been performed according to the job specifications, at which time, the town shall pay such invoice within thirty (30) days of submittal to town, and respective authorization from department head. All invoices require VIN number and vehicle mileage on the invoice for payment to be processed as well as authorization from respective town department head upon receipt of invoice. Any bills submitted for work outside of this contract require a written Purchase Order authorization from the town prior to work proceeding. Payment will not be made on such work without a written Purchase Order which must be referenced on the respective invoice.

Questionnaire

- 1 Facility Name and Physical Address: _____

- 2 Normal Operating Hours Weedays: _____ am to _____ pm
 Saturdays: _____ am to _____ pm
 Sundays: _____ am to _____ pm
- 3 Number of employees on your payroll: _____
- 4 Number of Certified Employees: _____
- 5 Do any of your employees have any other special certifications or rating? If so, specify:

- 6 Do you have any special equipment that is available to service Town Vehicles? If so, specify:

- 7 How many working bays does your facility have? _____
- 8 What is the overall size of your facility? _____
- 9 Do you have a locked, fenced and secured storage area? _____
- 10 How far in advance must appointments be scheduled? _____
- 11 In case of emergency, will you accommodate the town with same day repair services when possible? _____
- 12 List the largest vehicles by weight that you can accommodate with your lifts?

- 13 Shop Distance from 1296 Main St S, Allendale, SC, 29810: _____

The vendor agrees that the following schedule of fees shall be the maximum amount which they may charge for Vehicle Repair and Maintenance Services. Include any and all shop supply fees. Except where noted otherwise below– All Parts will be purchased under town designated vendors, at town pricing, with parts bill being sent directly to town for payment. Work orders must detail vendor invoice number and part number to correlate to incoming vendor bills. The bid price must include all disposal and environmental fees.

1 Oil Change \$ _____

Includes:

- Change the vehicle's oil with up to five (5) quarts of top quality motor oil
- Replace the oil filter with top quality filter
- Inspect the wiper blades and replace, if needed (do not include price of blades)
- Lubricate all grease fittings (if needed)
- Check & fill (if needed) brake fluid
- Check & fill (if needed) transmission/transaxle fluid
- Check & fill (if needed) differential and coolant fluid
- Check & fill (if needed) power steering fluid
- Check & fill (if needed) windshield wash fluid
- Check & fill (if needed) battery water
- Check & inflate the tires to proper pressure and condition
- Check all exterior lights
- Check and aim headlights (if necessary)
- Both must meet manufacturer recommendations.

2 Replacement of PVC Valve \$ _____

3 Replacement of Fuel Filter \$ _____

4 Replacement of Brakes \$ _____

5 Replacement of Air Filter \$ _____

6 Radiator Flush \$ _____

7 Air Conditioning Service \$ _____

9 Service Belt Replacement \$ _____

10 Transmission Service \$ _____

11 Intake Manifold Gasket

- Replacement \$ _____
- 12 Tune Up, Including Plugs \$ _____
- 13 Emergency Towign to Shop \$ _____
- 14 Battery Replacement \$ _____
- 15 Alterator Replacement \$ _____
- 16 Wheel Allignment \$ _____
- 17 Shocks \$ _____
- 18 Tires \$ _____
- 19 Computer Diagnostic \$ _____
- 21 Replace Lawn Mower Blade \$ _____
- 22 Service Lawn Mowers \$ _____
- 23 Repair Backhoe/Dump Truck
Hydrolics \$ _____
- 24 Repair Backhoe/Dump Truck
Electricals \$ _____
- 20 Labor/Hour of Non-Listed Item \$ _____

Signature

Date

Print Name

Phone Number

