

NOTICE TO BIDDERS  
**California Vanpool Authority**  
**Request for Proposals (RFP)**

**Proposal Deadline: Thursday October 17, 2019, 1:30 P.M.**

Dear Vendor:

You are invited to submit a proposal on or before the proposal date above for the following:

**Provide routine or periodic servicing of all fleet vehicles operated by California Vanpool Authority**

The work is defined in the attached specifications.

Proposals acceptance will be closed at 1:30 p.m. on above date at the office of:

CALIFORNIA VANPOOL AUTHORITY  
1340 NORTH DRIVE  
HANFORD, CA 93230

Proposals arriving later than 1:30 P.M. or at a different location will not be considered and they will be returned unopened to the sender.

**Proposals shall be submitted in a sealed envelope, clearly marked:**

**RFP-10-17-19  
Vehicle Maintenance Services**

Be sure to complete and attach all necessary documents.

During the proposal stage, all correspondence and verbal requests shall be directed to:

Georgina Cardenas  
California Vanpool Authority  
1340 North Drive  
Hanford, CA 93230

Voice: (559) 852-2696

## INSTRUCTIONS TO CONTRACTORS

### **It is the responsibility of each "Contractor" to:**

**Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.

**Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the AGENCY or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the AGENCY. The proposals are evaluated based solely on the information and materials provided in your response.

**Use the forms provided**, i.e., cover page, certification forms, etc.

**Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are **never** accepted.

The following items **MUST** be included in the response to be considered responsive.  
Failure to include any of these items may result in a non-responsive determination.

**Signed Cover Sheet**

**Signed Addenda** (if appropriate)

**Point-by-Point response to all sections and subsections**

**Complete answers to all requirements of Sections 3, 4, and 5**

### **ATTACHMENTS To this document:**

1. Vehicle Service Schedule Cost Worksheet
2. Vehicle location by county as of June 2019
3. List of all vehicles

## SCHEDULE OF EVENTS

**Event**

**Date of Event**

RFP Issue Date ..... September 25, 2019.  
Deadline for Receipt of Written Questions ..... October 9, 2019.  
Response to written questions ..... October 11, 2019.  
RFP due at 1:30 p.m. at 1340 North Drive ..... October 17, 2019.  
*Award of Contract @ CalVans Board Meeting* ..... *January 1, 2020.*

## SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

### 1.0. BACKGROUND

California Vanpool Authority (CalVans), a joint powers Agency, is responsible for the operation of a number of vanpool vehicles located throughout a number of California Counties. The California Vanpool Authority's Board is the policymaking body for the CalVans program. CalVans Staff administers, plans, markets, and monitors the systems.

CalVans began operations in January of 2012. Prior to that time the program was administered as part of California Vanpool Authority (KCAPTA). The program provides vanpool vehicles to groups who wish to share a ride to work. The program started in 2002 and has grown to a fleet of more than 800 vehicles operating in 17 counties. The main office is in Hanford with out lying offices in Woodland, Greenfield, Ventura and Yuma. CalVans is seeking a firm to provide remote servicing of all vehicles.

### 1.1. DISADVANTAGED BUSINESS PARTICIPATION AND EQUAL OPPORTUNITY PROVISIONS

California Vanpool Authority has adopted a Disadvantaged Business Enterprise (DBE) Program. The DBE program was adopted to insure that small disadvantaged firms have an equal opportunity to participate in the AGENCY FTA projects. The term "Disadvantage Business" means approved by the State of California as a certified DBE whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disadvantaged firms are encouraged to submit proposals as prime contractor for this project. Price alone will not be an acceptable basis for rejecting DBE proposals as prime contractors or subcontractors on this project unless it is determined that a reasonable price cannot be obtained from a DBE

### 1.2. DEFINITION OF TERMS

- "RFP" means the Request for Proposal
- AGENCY means California Vanpool Authority
- "Board" means the Board of California Vanpool Authority
- "Firm", "Auditor" "Offeror", "Vendor", "Supplier", "Consultant", "Contractor" and "Subrecipient" are used interchangeably throughout this invitation to mean the person, firm, or corporation or other entity submitting a Bid in response to the Request for Proposal.
- "Bid" and "Proposal" are used interchangeably to mean an individual's or entity's offer in response to this Request for Proposal.

### 1.3. PROJECT OVERVIEW

The AGENCY is requesting statements of qualifications and proposals from Contractors interested and capable of providing quality, efficient and cost effective servicing of the Agencies vehicles at either the home or workplace where they are customarily parked.

The AGENCY will evaluate each complete proposal submitted. Negotiations may or may not be conducted with respondents; therefore, the proposal submitted should contain the respondent's most favorable terms and conditions, since the selection and award may be made without discussion to any respondent.

#### 1.4. CONTRACT TERM

The term of this contract shall be for a two (2) year period, with three (3) one-year options to renew at the AGENCY's discretion. In the event the Agency exercises any option year(s), the fixed rates shall be adjusted for each option year to no more than the national Consumer Price Index (CPI) for all urban consumers for the last twelve months.

#### 1.5. SINGLE POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until a Contractor is selected and the selection is announced by the procurement officer, the procurement officer in charge of this solicitation. Any unauthorized contact may disqualify the Firm from further consideration. Contract information for the single point of contact is as follows:

Procurement Officer:	Georgina Cardenas
Address:	CalVans 1340 North Drive P.O. Box 209 Hanford, CA 93232
Telephone Number	(559) 852-2700
Fax Number	(559) 587-0714
E-mail Address:	<a href="mailto:georgina.cardenas@co.kings.ca.us">georgina.cardenas@co.kings.ca.us</a>

#### 1.6. REQUIRED REVIEW

**1.6.1. REVIEW RFP.** Contractor should carefully review the instructions, mandatory requirements, specifications, standard terms and conditions, and contract attached to this RFP and promptly notify the procurement officer identified above in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specification, or error which they discover upon examination of this RFP. This should include any terms or requirements within the RFP that either preclude the Contractor from responding to the RFP or add unnecessary cost.

This notification must be accompanied by an explanation with the suggested modification and be received by the deadline for receipt of written or e-mail inquires set forth below. The AGENCY will make any final determination of changes to the RFP.

**1.6.3. FORM OF QUESTIONS.** Firms with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the procurement officer referenced above on or before October 9, 2019. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline will not be considered.

**1.6.4. AGENCY'S ANSWERS** The AGENCY will provide an official written answer by October 11, 2019 to all questions received by October 9, 2019. The AGENCY's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the AGENCY. Any formal written addendum will be posted on the agencies website found at [www.calvans.org](http://www.calvans.org). Firms must sign and return with their RFP response an Acknowledgement of Addendum for any addendum issued.

#### 1.7. GENERAL REQUIREMENTS

**1.7.1. ACCEPTANCE OF STANDARD TERMS AND CONDITIONS/CONTRACT.** By submitting a response to the RFP, Firm agrees to acceptance of the standard terms and conditions and contract as set out in Attachment A of this RFP. Much of the language included in the standard terms and conditions and contract reflects requirements of both the State of California and FTA. Requests for additions or exceptions to the standard terms and conditions, contract terms, including any necessary licenses, or any added provisions must be submitted to the procurement officer referenced above by the

date for receipt of written/e-mail questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the Firm's ability to respond to the RFP or perform the contract. The AGENCY reserves the right to address non-material requests for exception with the highest scoring Firm during contract negotiation. Any material exceptions requested and granted to the standard terms and conditions and contract language will be addressed in any formal written addendum issued for this RFP and will apply to all Firms submitting a response to this RFP. The AGENCY will make any final determination of changes to the standard terms and conditions and/or contract.

**1.7.2. RESULTING CONTRACT.** This RFP and any addenda, the "Firm's RFP response, including any amendments, a best and final offer, and any clarification question responses shall be included in any resulting contract. The AGENCY's contract, attached as Attachment D, contains the contract terms and conditions which will form the basis of any contract between the AGENCY and the highest scoring Firm. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract along with any attachments prepared by the AGENCY, will govern in the same order of precedence as listed in the contract.

**1.7.3. UNDERSTANDING OF SPECIFICATIONS AND REQUIREMENTS.** By submitting a response to this RFP, Firm agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

**1.7.4. PRIME CONTRACTOR/SUBCONTRACTORS.** This highest scoring Firm will be the prime contractor if a contract is awarded they shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The AGENCY reserves the right to approve all subcontractors. The Firm shall be responsible to the AGENCY for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Firm. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this RFP shall create any contractual relationships between any subcontractor and the AGENCY.

**1.7.5. Firm's SIGNATURE.** The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The Firm's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude the AGENCY from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

**1.7.6 OFFER IN EFFECT FOR 120 DAYS.** A proposal may not be modified, withdrawn or canceled by the Firm for a 120-day period following the deadline for proposal submission as defined in the Scheduled of Events, or receipt of best and final offer, if required, and Firm so agrees in submitting the proposal.

## **1.8. SUBMITTING A PROPOSAL**

**1.8.1. ORGANIZATION OF PROPOSAL.** Firms must organize their proposal into sections that follow the format of this RFP.

A Firm making the statement "Refer to our literature..." or "Please see [www....com](#)" may be deemed non-responsive or receive point deductions. If making reference to materials located in another section of the RFP response, specific page numbers and sections must be noted. The Evaluation Committee is not required to search through literature or another section of the proposal to find a response.

**1.8.2. FAILURE TO COMPLY WITH INSTRUCTIONS.** Firms failing to comply with these instructions may be subject to point deductions. The AGENCY may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read or are missing any requested information.

**1.8.3. PRICE SHEET** Firms must respond to this RFP by completing the attached fee schedule for the work contemplated on the project.

**1.8.4. COPIES REQUIRED AND DEADLINE FOR RECEIPT OF PROPOSALS.** Firms must submit two (2) original proposals. Proposals must be sealed and labeled on the outside of the package "RFP No. 04-18-14, "Vehicle Maintenance Services". Proposals must be received at 1340 North Drive, Hanford, CA 93230 prior to 1:30 PM, October 17, 2019. Facsimile responses WILL NOT be accepted.

**1.8.5. LATE PROPOSALS.** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Firm's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Firm at the expense of the Firm or destroyed if requested.

**1.8.6. ADDRESSING OF PROPOSALS.** Proposals MUST be returned in a sealed package and marked as shown below:

RFP# 10-17-19  
Vehicle Maintenance Services Proposal  
California Vanpool Authority  
1340 North Drive  
P.O. Box 209  
Hanford, CA 93232

Proposals that are not returned in a sealed package, with the Request for Proposal Number clearly labeled on the outside WILL BE DISQUALIFIED.

**1.9. COST OF PREPARING A PROPOSAL**

**1.9.1 AGENCY NOT RESPONSIBLE FOR PREPARATION COST.** The cost for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the AGENCY are entirely the responsibility of the Firm. The AGENCY is not liable for any expense incurred by the Firm prior to execution of a contract.

**1.9.2 ALL TIMELY SUBMITTED MATERIALS BECOME AGENCY PROPERTY.** All materials submitted in response to this RFP become the property of the AGENCY and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the AGENCY and Firm resulting from this RFP process.

## SECTION 2: RFP STANDARD INFORMATION

### 2.0. COMPETITION

The AGENCY encourages free and open competition among Firms. Whenever possible, the AGENCY will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the AGENCY's need to procure technically sound, cost-effective services and supplies.

### 2.1. RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

**2.1.1 PUBLIC INFORMATION.** The proposals received shall become the property of California Vanpool Authority and are subject to public disclosure. Proposal prices and information submitted by proposers will be made available to proposers after Board has approved award of contract. Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the proposer as business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are reasonably marked as "Trade Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most, or all, of their proposal as exempt from disclosure may be deemed non-responsive.

**2.1.2 PROCUREMENT OFFICER REVIEW OF PROPOSALS.** Upon opening the proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in Section 2.1.1 above, providing the following conditions have been met;

- Confidential information is clearly marked and separated from the rest of the proposal.
- The proposal does not contain confidential material in the cost or price section.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Firm must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

The claim of a trade secret must be reasonable. If materials or information are included in a request for trade secret coverage that is not reasonable considered a "trade secret," the proposal will be rejected as non-responsive and will not be considered. In such cases, a Firm will not be given an opportunity to revise the proposal.

### 2.2. CLASSIFICATION AND EVALUATION OF PROPOSALS

**2.2.1 INITIAL CLASSIFICATION OF PROPOSALS AS RESPONSIVE OR NON-RESPONSIVE.** All proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found non-responsive at anytime during the procurement process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be non-responsive, it will not be considered further.

**2.2.2 DETERMINATION OF RESPONSIBILITY.** The procurement officer will determine whether a Firm is responsible and that the prices are reasonable. Firms may be asked to provide any information required to determine the responsibility of the Firm.

**2.2.3 EVALUATION OF PROPOSALS.** The evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring Firm or, if necessary, to seek discussion/negotiation or a best and final offer in order to determine the highest scoring Firm. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the AGENCY may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the AGENCY.

**2.2.4 COMPLETENESS OF PROPOSALS.** Selection and award will be based on the Firm's proposal and other items outlined in this RFP. Submitted response may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Firms outside the formal response or subsequent discussion/negotiation or "best and final offer," if requested, will not be considered, will have no bearing on any award, and may result in the Firm being disqualified from further consideration.

**2.2.5 BEST AND FINAL OFFER.** The "Best and Final Offer" is an option available to the AGENCY under the RFP process, which permits the AGENCY to request a "best and final offer" from one or more Firms if additional information is required to make a final decision. Firms may be contacted asking that they submit their "best and final offer," which must include any and all discussed and/or negotiated changes. The AGENCY reserves the right to request a best and final offer for this RFP, if any based on price/cost alone.

**2.2.6. EVALUATOR/EVALUATION COMMITTEE RECOMMENDATION FOR CONTRACT AWARD.** The evaluator/evaluation committee will provide a written recommendation for contract award to the procurement officer that contains the scores justification and rationale for its decision. The procurement officer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring in the evaluator's/evaluations committee's recommendation of the responsive and responsible Firm that achieves the highest score and is, therefore, the most advantageous to the AGENCY.

**2.2.7. REQUEST FOR DOCUMENTS NOTICE.** Upon concurrence with the evaluation committee's recommendations the procurement officer will issue a "Request for Documents Notice" to the highest scoring Firm to obtain the required documents/information, such as insurance documents and/or best and final offer, and any other necessary documents. Receipt of the "Request of Documents Notice" does not constitute a contract and **no work may begin until a contract signed by all parties is in place.** The procurement officer will notify all other Firms of the AGENCY's selection.

**2.2.8. CONTRACT EXECUTION.** Upon receipt of all required materials requested in the "Request for Documents Notice," a formal contract utilizing the contract attached as Attachment D and incorporating the Standard Terms and Conditions Attached as Attachment A, as well as the highest scoring Firm's response to the RFP will be provided to the highest scoring Firm for signature. The highest scoring Firm will be expected to accept and agree to all material requirements contained in the contract as set out in Appendices A and B of this RFP. If the highest scoring Firm does not accept all material requirements, the AGENCY may move to the next highest scoring Firm, or cancel the RFP. Work under the contract may begin when the contract is fully executed i.e., when the contract is signed by all parties.

### **2.3. AGENCY'S RIGHTS RESERVED**

While the AGENCY has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes as a commitment by the AGENCY to award and execute a contract. Upon a determination such actions would be in its best interest, the AGENCY, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP
- Reject any or all proposals received in response to this RFP

- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal
- Not award if it is in the best interest of the AGENCY not to proceed with contract execution
- If awarded, terminate any contract if the AGENCY determines adequate funds are not available.

## SECTIONS 3: SCOPE OF WORK

### 3.0. OVERVIEW

The AGENCY is requesting statements of qualifications and proposals from Contractors interest and capable of providing quality, efficient and cost effective Maintenance Services for the California Vanpool Authority. The AGENCY objective is for all vehicles to be serviced professionally, on time, with complete and accurate billing. Included in this RFP is a list showing the present location of all vehicles. The present location of any one vehicle is subject to change, should the vehicle be turned in and assigned to another individual. In addition, most vehicles presently in the Imperial and Yuma area will be relocating to the Salinas Valley

### 3.1 Scope of Work

The scope of work includes the servicing of vans operate in Kings, Tulare, Fresno, Kern and Madera Counties. The vanpool driver of each van keeps the van at either their home, or worksite. The service will be performed at one of these sites.

#### 3.1.1 Description of Service to be provided

The Contractor is expected to provide various types of service as outlined in the attached "Service Frequency and Description" form. Routine services are done at either 5,000 or 6,000 intervals and include fluid change, tire rotation, and safety inspection. Service can be preformed between 1,000 miles before or after the target interval of 5,000 or 6,000 miles. Service is considered either early or late if it does not occur in this window. Repeated early or late services are grounds for cancelling the service Agreement. Minor repairs, including replacing the starter or alternator, resetting the check engine light, and servicing the servicing the AC system may also be preformed. The proposal's price shall include labor, parts, disposal fees equipment needed to perform the service and minor repairs. Services may generally be performed between 8 AM and 5 PM but may occur earlier or later depending on the drivers work schedule or the vans location.

#### 3.1.2 Proposal Content

In addition to completing the List of Services, the contractor will address the following as part of the proposal:

- 3.1.3 **Description of Work Elements.** The Proposal shall describe how the Proposer can best accomplish the task of providing the work described in this Scope of work.
- 3.1.4 **Recommendations for Improvement.** Proposer will include any recommendations with respect to changes felt to be necessary to provide a more effective or efficient system of servicing the vans.
- 3.1.5 **Services to be provided.** Description of services to be provided shall include:
- Method of performing onsite services.
  - Process for disposal of waste products.
  - The number of staff to be used.
  - List of major equipment to be used and purpose.
- 3.1.6 **Support Services.** Description of support services that will be provided to monitor and improve service efficiency and effectiveness.
- 3.1.7 **Warranties.** Describe any warranty support related to service or repairs.
- 3.1.8 **Insurance.** Describe and attach copies of any insurance coverage for damage resulting from faulty repairs.

### **3.2. GENERAL CONTRACTOR RESPONSIBILITIES**

The successful Contractor shall be responsible for all coordination and supervision of personnel associated with the servicing of the AGENCY's vehicle. These activities include, but are not limited to the following:

- Recruit, screen, and train personnel.
- Provide adequate field supervision to ensure staff performs their duties in a professional manner.
- Develop a monitoring system that will be used to ensure quality service that shall include written inspections with a copy to the AGENCY.
- Furnish all supplies, materials, and equipment necessary for the proper performance of the service.
- Report vandalism and/or damage to AGENCY's property to the AGENCY immediately upon discovery.
- Contractor employees will not engage in the use of illegal drugs or alcohol on the job.
- Contractor employees will not bring firearms, weapons or explosives on the premises

### **3.3. AGENCY RESPONSIBILITIES**

The AGENCY will be responsible for providing direction to the Contractor. These activities include, but may not be limited to, the following:

- Identify a contact person at the time of award for the facility.
- Provide vehicle keys as necessary.
- Establish time and frequency of direct meetings with the Contractor and the AGENCY's contact person.
- Schedule inspections with the Contractor. Quality service and strict adherence to the contract will be expected from the Contractor.

### **3.4. SECURITY**

The Contractor shall ensure that only properly identified employees listed with the AGENCY are permitted to work on AGENCY's vehicles. To this end the Contractor shall provide a background check on all proposed employees.

## SECTION 4: PROPOSER'S EXPERIENCE AND PAST PERFORMANCE

### 4.0. AGENCY'S RIGHT TO INVESTIGATE AND REJECT

The AGENCY may make such investigations as deemed necessary to determine the ability of the Contractor to provide the supplies and/or perform the services specified. The AGENCY reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Contractor fails to satisfy the AGENCY that the Contractor is properly qualified to carry out the obligations of the contract. *This includes the AGENCY's ability to reject the proposal based on negative references.*

### 4.1. "CONTRACTOR" QUALIFICATION/INFORMATIONAL REQUIREMENTS

Contractor's proposal should demonstrate the qualifications of the Contractor and of the particular staff to be assigned to this engagement.

In determining the capabilities of a Contractor to perform the services specified herein, the following information requirements must be met by the Contractor. The response, "(Contractor Name) understands and will comply" is not appropriate for this section. **(Note: Each item must be thoroughly addressed. Contractors taking exception to any requirements listed in this section may be found non-responsive or be subject to point deductions.)**

**4.1.1. CONTRACTOR QUALIFICATIONS AND EXPERIENCE** Describe the Proposer's past performance and experience and state the number of years that the Proposer has been in existence, the current number of employees, and the primary markets served.

**4.1.2 KEY PERSONNEL PERFORMING SERVICES** Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key individuals. This information shall include the functions to be performed by the key individuals. All key personnel include all partners, managers, seniors, and other professional staff that will perform work and/or services.

**4.1.3. SIMILAR ENGAGEMENT** Provide a detailed description of comparable contracts (similar in scope and services to those requested herein) which the Proposer has either ongoing or completed within the past five years. The description should identify for each project; (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference. The AGENCY reserves the right to contact clients as references.

**4.1.4. BILLING FORMAT** Provide a detailed description of billing process that that will be used. Include samples of those documents that would be submitting to the AGENCY that show tasks completed with corresponding costs.

## SECTION 5: PRICE PROPOSAL

### 5.0. PRICE PROPOSAL

*The Vehicle Service Schedule Cost Worksheet is to be completed and included as part of the proposal package.*

Contractor should review the requirements of this RFP and address all services in their fee schedule that might reasonably be expected in the performance of contract including travel and out-of pocket expense. By submitting a response to this RFP, you agree that by federal regulation we cannot advance any funds, deposits, or pay any fees for which performance has not been rendered.

The Contractor shall state the total fixed fee(s) to complete the project as noted on the Vehicle Service Schedule Cost Worksheet. The proposed fees shall cover all services and delivery specified by the proposed scope of work, including but not limited to:

- All professional services, supplies, insurance, communications, travel, and profit.

The price proposal along with the proposed project approach, will be used as a basis for award. The actual scope of services and fees included in the contract may be negotiated and may vary to satisfy the AGENCY's actual needs.

### 5.1. CONFLICT OF INTEREST

Contractor shall disclose any financial, business or other relationship with the AGENCY or any member of the AGENCY staff that may have an impact on the outcome of the project. Contractor shall also list current clients who may have a financial interest in the outcome of the project.

## SECTION 6: EVALUATION AND AWARD

### 6.0. EVALUATION CRITERIA

The evaluator/evaluation committee will recommend an award based on a best-value determination using the following criteria.

- Technical Information including: methodology in performing the services. The specific policies, plans procedures, or techniques to be used in providing the services to be performed and the project/delivery schedule identifying which tasks will be provided at what projected intervals. The approach to project organization and management, responsibilities of Contractors management and staff personnel that will perform work in this project.
- Proposer's Experience and Past Performance including: Contractor's past performance and experience, number of years that the Contractor has been in existence, the current number of employees, and the primary markets served, the detailed description of comparable contracts either ongoing or completed with in the past five years.
- Key Personnel Performing Services including: titles and the responsibilities of personnel assigned to the project, qualifications and other vital information, relevant experience of key personnel that will perform major or critical aspects of the work.
- Cost-Price Realism: The AGENCY may not necessarily make an award to the Proposer with the highest technical ranking nor award the Proposer with the lowest Price Proposal, if doing so would not be in the overall best interest of the AGENCY. As proposals are considered by the AGENCY to be more equal in their technical merit, the evaluated cost or price becomes more important so that when technical proposals are evaluated as essentially equal, cost or price may be the deciding factor.

### 6.1. SCORING GUIDE

In awarding points to the evaluation criteria, the evaluator/evaluation committee will consider the following guidelines:

**6.1.1 SUPERIOR RESPONSE (90-100%).** A superior response is a highly comprehensive, excellent reply that meets all of the requirements of the RFP. In addition, the response may cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to the AGENCY.

**6.1.2 GOOD RESPONSE (75-89%).** A good response meets all the requirements of the RFP and demonstrates in a clear and concise manner a thorough knowledge and understanding of the project, with no deficiencies noted.

**6.1.3 FAIR RESPONSE (60-74%).** A fair response minimally meets most requirements set forth in the RFP. The Firm demonstrates some ability to comply with guidelines and requirements of the project, but knowledge of the subject matter is limited.

**6.1.4 FAILED RESPONSE (59 or Less).** A failed response does not meet the requirements set forth in the RFP. The Firm has not demonstrated sufficient knowledge of the subject matter.

**6.2. WEIGHT OF CRITERIA**

<b>Work Task</b>		<b>50 points possible</b>	
<b>Category</b>	<b>Section of RFP</b>	<b>Point Value</b>	
A. Technical Solution: Service Offerings: Capability	3	10	

<b>Past Performance</b>		<b>25 points possible</b>	
<b>Category</b>	<b>Section of RFP</b>	<b>Point Value</b>	
A. Years of Experience	4	15	
B. Staff Qualifications	4	25	

<b>Price Proposal</b>		<b>25 points possible</b>	
<b>Category</b>	<b>Section of RFP</b>	<b>Point Value</b>	
A. Price Proposal	5.0	50	

**Vehicle Service Schedule Cost Worksheet**

The following schedule is to be used for all Vehicles:

Code	Frequency	Service Description	Cost per Service						
			GMC or Express/ XL Hybrid	Ford Vans / CNG	Toyota Sienna	Ford Diesel	Mercedes Diesel	Fiestas & Pickups	Other- As Added
A	Every 5000	Lube, oil, and Filter Tire rotation Reset tire pressure settings (This includes resetting the low pressure warning system) Reset oil service light Check fluid reservoir for XL Hybrid Check XL Hybrid for loose hardware Add Urea as needed to Diesel units <b>Safety inspection *</b>							
B	Every 25000	Replace air filter Clean condenser fins							
C	Every 50000	Transmission flush Power steering flush Brake system flush Radiator system flush							
D	Every 100,000	Spark Plugs and wires							
E	Every 150,000	Replace all hoses (Hoses shall include the upper lower and heater hoses)							

**NOTE: All services will include an "A" service.**

Cost per hour for service or repairs not noted above: \_\_\_\_\_

Percent markup on parts not included in routine service above: \_\_\_\_\_

- \* See following list of required inspection items
- Brakes (note % of brake pads remaining)
  - Lighting system
  - Windshield wipers and washer
  - Air Conditioning & Heating systems
  - Cooling system, belts and hoses
  - Exhaust & Emission system
  - Battery and Charging system
  - Front and Rear tires, noting % of tread wear remaining
  - Steering system

**Note:** A services to be performed at 5,000 miles intervals.  
 B services to be performed every 25,000 miles as part of A service.  
 C services to be performed every 50,000 miles as part of A service.  
 D services to be performed every 100,000 miles as part of A service.  
 E services to be performed every 150,000 miles as part of A service.

\* All fluids and parts shall meet Manufactures OEM Requirements  
 \* Flushing of systems shall use BG system or equivalent

**Vehicle Service Schedule Cost Worksheet - Continued**

Vehicle Type	Motor Oil (Brand & Viscosity)	Oil Filter (Brand & Part #)	Air Filter (Brand & Part #)	Transmission Oil (Brand & Part #)	Spark Plugs (Brand & Part #)
<u>GMC or Express/ XL Hybrid</u>					
<u>Ford Vans / CNG</u>					
<u>Toyota Sienna</u>					
<u>Ford Diesel</u>					
<u>Mercedes Diesel</u>					
<u>Fiestas &amp; Pickups</u>					
<u>Other- As Added</u>					

**NOTE: A Technical Data Sheet shall be provided for each oil being proposed.**