



CITY OF VENICE, FLORIDA
Purchasing Department
401 W. Venice Avenue
Venice, FL 34285

Request for Proposals

RFP Number 3078-18

Date of Issue: September 29, 2018

Submission Deadline: November 5, 2018 at 2:00 PM

Title and Purpose of RFP:

Fleet Maintenance and Related Services

Offerors Are Not Required To Return This Form.

Important Notice: If you received this solicitation from the City of Venice's web site, you must register with the Purchasing Department to receive subsequent amendments. Failure to contact the Purchasing Department may result in the rejection of your offer.

CITY OF VENICE, FLORIDA
REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the City of Venice invites and will receive sealed proposals from qualified Proposers to perform the following work which is described in detail in the Request for Proposals (RFP) specifications.

RFP NUMBER: 3078-18

RFP TITLE: FLEET MAINTENANCE and RELATED SERVICES

PROJECT DESCRIPTION: The City of Venice requests submission of proposals from qualified firms for providing fleet maintenance and related services for the City.

RFP OPENING LOCATION: Meeting Room 114
Venice City Hall
401 West Venice Avenue
Venice, Florida 34285

RFP SUBMITTAL DEADLINE DATE & TIME: November 5, 2018 at 2:00 p.m.

PRE-PROPOSAL CONFERENCE: YES- DATE & TIME: October 16, 2018 at 2:00 p.m.

LOCATION: Community Hall - Room 114, Venice City Hall

The City is using a Request for Proposals for this project and will award the contract to the Proposer the City finds, in its sole discretion, best meets the needs of the City and can meet federal requirements.

PRE-PROPOSAL CONFERENCE: A **mandatory** pre-proposal conference will be held on October 16, 2018 at 2:00 p.m. at Venice City Hall in Community Hall - Room 114. Representatives from the City will be present to discuss the overall project and the RFP. **The City will accept proposals only from firms who have a representative in attendance at the pre-proposal conference.**

Specifications and RFP documents are available by calling Onvia DemandStar at (800) 711-1712 or by their Internet address at www.demandstar.com. Proposers may also pick up RFP documents at the City of Venice Purchasing Department, Room 204, 401 West Venice Ave., Venice Florida 34285, (941) 882-7422, at no charge.

The City may require additional information or data from any of the Proposers. An evaluation committee that will be appointed by the City will evaluate proposals.

Qualified firms are invited to deliver six (6) copies, one (1) original and five (5) copies, of their proposals, in a sealed envelope marked **“SEALED REQUEST FOR PROPOSALS, RFP # 3078-18, FLEET MAINTENANCE and RELATED SERVICES”**, and delivered to the City of Venice Purchasing Department, Room 204, City Hall, 401 West Venice Avenue, Venice, Florida 34285. The City assumes no responsibility for proposals received after 2:00 p.m., on November 5, 2018, or at any office or location other than that specified herein, whether due to mail delay, courier mistake, mishandling or any other reason. Late proposals will be held unopened and will not be considered for award.

All questions, comments, or concerns about this RFP must be submitted in writing to Mr. Peter Boers, Procurement Manager, for the City of Venice, Room 204, 401 West Venice Avenue, Venice, FL 34285 or e-mail at pboers@venicegov.com Mr. Boers is the only designated representative of the City authorized to respond to comments, questions, and concerns. The City will not respond to comments, questions or concerns addressed to any person other than Mr. Boers. If the City determines that a particular comment, question or concern necessitates a global response to all Proposers, the City will issue a clarifying memorandum or addendum. The final day that the City will accept questions will be October 26, 2018 by 1:00 p.m.

A Proposal Bond or Bid Security in the amount of Twenty-Five Thousand Dollars (\$25,000) is required with the Proposer's submittal.

Performance and Payment Bonds are required in the amount of One Hundred (100%) percent of the contract price once a contract is awarded.

The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request re-submission. Any sole response received by the submission date may or may not be rejected by the City, depending on available competition and timely needs of the City.

The City reserves the right to select a firm with or without interviews, and may decide to select any of the firms submitting proposals. The City reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the City.

The City shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the City reserves the right to make such investigation, as it deems necessary to determine the ability of any proposer to perform the work or service requested.

Proposers, their agents and associates shall not contact or solicit any City Council member, City employee, or official regarding this RFP during any phase of this RFP. Failure to comply with this provision may result in disqualification of the Proposer, at the option of the City. Only that individual listed, as the contact person in this Notice shall be contacted.

CITY OF VENICE, FLORIDA
Peter Boers, Procurement Manager

PUBLISH: Saturday, September 29, 2018
Wednesday, October 3, 2018



THE CITY OF VENICE
REQUEST FOR PROPSALS

FLEET MAINTENANCE and RELATED SERVICES- BID # 3078-18

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SECTION 1 : GENERAL TERMS & CONDITIONS

SEALED REQUEST FOR PROPOSALS

CITY OF VENICE, FLORIDA

RFP# 3078-18

FLEET MAINTENANCE AND RELATED SERVICES

DEFINED TERMS

Terms used in this solicitation are defined and have the meaning assigned to them. The term "Offeror" means one that submits a proposal directly to CITY as distinct from a Sub-Offeror, who submits a Proposal to the Offeror. The term "Successful Offeror" means the qualified, responsible and responsive Offeror to whom the City of Venice (on the basis of CITY'S evaluation as hereinafter provided) makes an award. The term "CITY" refers to the City of Venice, a municipal corporation of the State of Florida. The term "RFP" refers to this Sealed REQUEST FOR PROPOSALS. The term "solicitation" refers to the entire RFP package and the Offeror's submittal as a response to this RFP. The term "submittal" refers to all documentation and information as submitted by the Offeror in response to this solicitation. The term "Department" refers to the State of Florida Department of Transportation.

1. OFFEROR REGISTRATION

Offerors who obtain solicitation documents from sources other than the City or download from <http://www.demandstar.com/> must officially register receipt of the solicitation with the City's Purchasing Department in order to be placed on the notification list for any forthcoming addendum or other official communications. Failure to register as a prospective Offeror may cause your submittal to be rejected as non-responsive if you have submitted a response without acknowledgment of issued addenda. The City of Venice is not responsible for the accuracy of bid documents and information obtained from any source other than <http://www.demandstar.com/>.

2. CONTACT

All prospective Offerors are hereby instructed not to contact any member of the City of Venice City Council, City Manager, or City of Venice staff member other than the contact person indicated in this RFP regarding this solicitation or their submittal at any time prior to the final evaluation and recommended ranking by the City staff for this project. Any such contact shall be cause for rejection of your submittal.

3. ADDENDA AND INQUIRIES

- 3.1 If there is any doubt as to the true meaning of the specifications and information provided, Offerors may submit written or faxed inquiries regarding this solicitation to the Procurement Manager, Purchasing Department, 401 West Venice Avenue, Room # 204 Venice, FL 34285, Fax No. (941) 486-2790. The City will respond to written or faxed inquiries received by the posted deadline for questions. Inquiries must reference the date and time of opening, and the solicitation number. Failure to comply with this condition shall result in the Offeror waiving their right to dispute the specifications and information provided in the solicitation document.
- 3.2 Any change to this solicitation shall be made by addenda duly issued to each registered Offeror. Receipt of such addenda must be so noted on or within your response. It is the Offeror's responsibility to

make contact through the Internet or phone to determine if Addenda have been issued.

- 3.3 Oral Inquiries: The City will not respond to oral inquiries.

4. PUBLIC OPENING

Submittals shall be received in the Purchasing Department, 401 W. Venice Ave, Venice, FL 34285 by the date and time indicated on these documents. As soon as possible thereafter, the names of the Offerors shall be read off at the specified location.

5. DELAYS

The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify Offerors of all changes in scheduled due dates by written addenda.

6. PROPOSAL SUBMISSION AND WITHDRAWAL

- 6.1 Address to send submittal:

*Procurement Manager
City of Venice – Purchasing Department
401 W. Venice Ave, Room # 204.
Venice, FL 34285*

- 6.2 The outside of the envelope/container must be identified with the solicitation number and title as stated above. The envelope/container must also include the Offeror's name and return address.
- 6.3 Submittals may be withdrawn by an appropriate document duly executed (in the manner that a Submittal must be executed) and delivered to the place where Submittals are to be submitted at any time prior to the deadline for submission. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Submittal will not prejudice the rights of an Offeror to submit a new Submittal prior to the

opening date and time. After expiration of the period for receiving Submittals, no Submittal may be withdrawn or modified.

- 6.4 **Withdrawal of Submittals after Opening Date:** Submittals, once opened, become the property of the City and will not be returned to the Offerors. Submittals not so withdrawn before the opening constitute an irrevocable offer for a period of one-hundred-eighty (180) days to provide the City the services set forth in these specifications until one or more of the proposals have been accepted by City staff. No Offeror may withdraw their proposal during this one-hundred-eighty (180) day period.
- 6.5 **Number of Submittal Copies:** Offerors shall submit six (6) complete sets (one original and five copies) of the submittal complete with all supporting documentation (i.e. photographs, drawings, and exhibits) in a sealed envelope/container marked as noted above.
- 6.6 **Proposal Is Not Binding:** The Offeror understands that responding to this solicitation does not constitute an agreement or contract with the Offeror. A submittal is not binding until submittal is reviewed and accepted by the appropriate level of authority and both parties execute a contract.
- 6.7 **Responsibility for getting a submittal to the City on or before the specified date and time is solely and strictly that of the Offeror.** The City will not be responsible for any delay, for any reason whatsoever. Submittals by telephone, telegram, facsimile machines, and Internet, will not be acceptable. Submittals must be received and stamped on the outside of the envelope with the time and date, in the Purchasing Department by the date and time specified for opening.
- 6.8 **LATE SUBMITTALS** – Submittals received after the date and time of the opening will not be considered and will not be opened. It will be the Offeror's responsibility to make arrangements for the return of their submittal at their expense.

7. PRICES, TERMS AND PAYMENT:

Firm prices shall be bid F.O.B. requesting agency and include packing, handling and shipping charges fully prepaid by the vendor.

- 7.1 **BID PRICE/MISTAKES:** The bidder shall show in the proposal both the unit price and the total amount on items when indicated. In the event of discrepancy between the unit price and the extension, THE UNIT PRICE SHALL PREVAIL. Prices shall be extended in decimals.
- 7.2 **INVOICING AND PAYMENT:** The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the purchase order number. THE VENDOR SHALL ACCEPT NO ORDER WITHOUT A PURCHASE ORDER NUMBER FROM THE CONTRACTING ENTITY. The City reserves the right to pay for purchases made under any agreement resulting from a solicitation through its Purchasing Card Program which utilizes VISA credit cards, check or the ACH (Automated Clearing House) process. When payment is received utilizing the City credit card, an original invoice

should not be mailed to the Finance Department. Only the credit card receipt is issued for this charge with the original receipt being provided with the delivery to the individual cardholder placing the order. No surcharges will be accepted for the use of purchasing cards.

- 7.3 **TAXES:** The purchase of certain items by the Contracting Entity are exempt from the payment of excise, transportation and sales tax imposed by the Federal, State and/or City governments. Such taxes must not be included in proposal prices. Upon request, applicable Federal Excise Exemption certificates will be furnished.

8. CONDITION AND PRICING:

It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid). All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.

9. SAFETY STANDARDS:

Unless otherwise stipulated in the bid, all manufactured items or fabricated assemblies shall comply with applicable requirements of occupational Safety and Health Act and any standards

10. MANUFACTURER'S NAME AND APPROVED EQUIVALENTS:

Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The bidder may offer any brand for which he/she is an authorized representative, which meets or exceeds the bid specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's product name and reference number. Bidder shall submit with his/her proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements, are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The City's Purchasing Office is to be notified of any proposed changes in (a) materials used, (b) manufacturing process, or (c) construction. However, changes shall not be binding upon the City unless evidenced by a Change Notice issued and signed by the Purchasing Director or designated representative.

11. DELIVERY:

All prices shall be F.O.B. Destination, Venice, Florida. Delivery date and warranties must be written out and submitted with bids. Delivery dates, as specified, must be met.

12. ADDITIONAL PURCHASES ("PIGGY-BACK") BY OTHER PUBLIC AGENCIES:

The vendor, by submitting a bid, authorizes other Public Agencies to "Piggy-Back" or purchase equipment or services being proposed in this invitation to bid at prices bid unless otherwise noted on the proposal sheet.

13. SUBMITTAL PREPARATION COST

The City shall not be liable for any expense incurred in connection with preparation of a submittal to this document. Offerors should prepare a straightforward and concise description of the Offeror's ability to meet the requirements of this document.

14. ACCURACY OF SUBMITTAL INFORMATION

Any Offeror, who states in their submittal any information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

15. LICENSES

Licensed and Certified: Offeror's, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the state of Florida at the time of submittal and during the entire Contract time.

16. LOCAL PREFERENCE

16.1 Unless otherwise noted in the solicitation, preference shall be given to a "local business" in the awarding of any Invitation to Bid (ITB), Request for Proposal (RFP) or Request for Qualifications (RFQ) in accordance with Section 2-217 of the City of Venice's Code. Local preference shall not apply to other types of solicitations unless explicitly stated in the subject solicitation.

16.2 "Local business" means the vendor has paid a local business tax to either Sarasota, Manatee, DeSoto or Charlotte County, whichever county the vendor is located, if applicable prior to bid submission that authorizes the vendor to provide the commodities or services to be purchased, and maintains a permanent physical business address located within the limits of either Sarasota, Manatee, DeSoto or Charlotte County from which the vendor operates or performs business, and at which at least one full time employee is located.

16.3 In addition, fifty percent (50%) or more of the employees based at the local business location must reside within Sarasota, Manatee, DeSoto or Charlotte County.

16.4 In the event the local office is not the primary location of the vendor, at least ten percent (10%) of the vendor's entire full-time employees must be based at the local office location and at least one corporate officer, managing partner or principal owner of the vendor resides in Sarasota, Manatee, DeSoto or Charlotte County.

16.5 Offerors wishing to be given preference as a local business must submit **with their offer**, all of the Local Preference documentation identified in the "Required Forms Section" of the solicitation.

16.6 For local preference to be granted, the name of the company represented on the required forms must be the same as the name on the Local Preference documentation.

16.7 Information regarding Sarasota County's Local Business Tax can be found at www.sarasotataxcollector.governmax.com.

16.8 In case of a proposal submitted by more than one entity, any one of those entities can qualify the proposal for the local preference. Sub-contractors or sub-consultants cannot qualify a proposal for local preference.

17. POSTING OF NOTICE OF INTENT

A notice of intent for award will be posted for review by interested parties in City Hall and on the City's website prior to submission through the appropriate approval process to the appropriate level for final approval of award.

18. PUBLIC RECORDS/TABULATION

Submittals are not public records, subject to the provisions of Florida State Statutes, Chapters 119 and 120, until such time as notice of a decision or intended decision is provided, or within ten (10) days after the solicitation opening, whichever is earlier. A copy of the tabulation results will be forwarded upon receipt of a stamped, self-addressed envelope. An electronic tabulation will be posted on Demand Star at their Internet Website at <http://www.demandstar.com/>.

19. RESERVED RIGHTS

19.1 The City reserves the right to waive formalities in any submittal, and to reject any or all submittals in whole or in part, with or without cause and/or to accept the submittal that in the City's judgment will be in the best interest of the City. The City specifically reserves the right to reject any conditional submittal.

19.2 To the extent permitted by applicable state and federal laws and regulations, City reserves the right to reject any and all submittals, to waive any and all informalities not involving price, time or changes in the work with the Successful Offeror, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional submittals. Submittals will be considered irregular and may be rejected, if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

19.3 City reserves the right to reject the submittal of any Offeror if the City believes that it would not be in the best interest of the City to make an award to that Offeror, whether because the submittal is not responsive or the Offeror is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City.

19.4 The City reserves the right to terminate the contract with any vendor who fails to meet a deadline or shows incompetency.

20. INSURANCE

20.1 Before performing any work, the Offeror shall procure and maintain, during the life of the Contract, insurance listed below. 19.2 The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A:VII. No changes are to be made to these specifications without prior written specific approval by the City.

- 20.2 Workers Compensation: Offeror will provide Workers Compensation Insurance on behalf of all employees who are to provide a service under this Contract, as required under Florida Laws, Chapter 440, and Employers Liability with limits of not less than \$100,000.00 per employee per accident; \$500,000.00 disease aggregate; and \$100,000.00 per employee per disease.
- 20.3 Commercial General Liability: including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury with limits of not less than \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate covering all work performed under this Contract.
- 20.4 Automobile Liability: including bodily injury and property damage including all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000.00 combined single limit covering all work performed under this Contract.
- 20.5 Garage Keepers Liability: With limits acceptable to the city on a per occurrence basis. Legal liability form will be acceptable. This coverage shall be required if the maintenance, servicing, cleaning or repairing of any City motor vehicles is inherent or implied within the provisions of the contract.
- 20.6 Bailee's Customer: All risk coverage with property limits not less than the value of City assets in the vendor's Care, Custody and Control.

Policy Form:

- 20.7 All policies required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by the City, are to be written on an occurrence basis, shall name the City of Venice, its Elected Officials, Officers, Agents, Employees as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Workers Compensation, shall agree to waive all rights of subrogation against the City of Venice, its Elected Officials, Officers, Agents, Employees.
- 20.8 Insurance requirements itemized in this Contract, and required of the Offeror, shall be provided on behalf of all Sub-Offerees to cover their operations performed under this Contract. The Offeror shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to Sub-Offerees.
- 20.9 Each insurance policy required by this Contract shall:
- (1) apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability;
 - (2) be endorsed to state that coverage shall not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested,

has been given to the City of Venice's Director of Administrative Services.

- 20.10 The City shall retain the right to review at any time, coverage, form, and amount of insurance.
- 20.11 The procuring of required policies of insurance shall not be construed to limit Offeror's liability nor to fulfill the indemnification provisions and requirements of this Contract.
- 20.12 The Offeror shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of any deductible and/or retention to which such policies are subject, whether or not the City is an insured under the policy.
- 20.13 Claims Made Policies will be accepted for professional and hazardous materials and such other risks as are authorized by the City. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the Offeror agrees to purchase the extended reporting period on cancellation or termination unless a new policy is effected with a retroactive date, including at least the last policy year.
- 20.14 Certificates of Insurance evidencing Claims Made or Occurrence form coverage and conditions to this Contract, as well as the City's Bid Number and description of work, are to be furnished to the City's Director of Administrative Services, 401 West Venice Avenue, Venice, FL 34285, prior to commencement of work and a minimum of thirty (30) calendar days prior to expiration of the insurance policy.
- 20.15 Notices of Accidents and Notices of Claims associated with work being performed under this Contract, shall be provided to the Offeror's insurance company and the City's Director of Administrative Services, as soon as practicable after notice to the insured.

21. INDEMNIFICATION/HOLD HARMLESS

The Offeror shall defend, indemnify and hold the City, the City's representatives or agents, and the officers, directors, agents, employees, and assigns of each harmless for and against any and all claims, demands, suits, judgments, damages to persons or property, injuries, losses or expenses of any nature whatsoever arising directly or indirectly from or out of any negligent act or omission of the Offeror, its sub-consultants and their officers, directors, agents or employees; any failure of the elected firm to perform its services hereunder in accordance with generally accepted professional standards; any material breach of the elected firm representations as set forth in the proposal or any other failure of the elected firm's to comply with the obligations on its part to be performed under this contract.

22. PUBLIC ENTITY CRIMES/NON-COLLUSIVE AFFIDAVIT

- 22.1 Each Offeror shall complete the Non-Collusive Affidavit and the Public Entity Crimes Form and shall submit the forms with the submittal. CITY considers the failure of the Offeror to submit these documents to be a major irregularity and may be cause for rejection of their submittal.
- 22.2 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to a public entity, may not be awarded or perform work as a Offeror, supplier, Sub-Offeror, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- 22.3 Termination for Cause: Any Agreement with the City obtained in violation of this Section shall be subject to termination for cause. A Sub-Offeror who obtains a subcontract in violation of this Section shall be removed from the Project and promptly replaced by a Sub-Offeror acceptable to the City.

23. GRATUITIES AND KICKBACKS

- 23.1 Gratuities: It is unethical for any person to offer, give, or agree to give any employee or for any employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, audit, or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or an Agreement or subcontract, or to any solicitation or proposal therefore.
- 23.2 Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a Sub-Offeror under a Contract to Offeror or higher tier Sub-Offeror any person associated therewith, as an inducement of the award of a subcontract or order.
- 23.3 Contract Clause: The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every Contract and subcontract and solicitation therefore.

24. EQUAL EMPLOYMENT OPPORTUNITY

Offeror shall be in compliance with Executive Order 11426 Equal Opportunity as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations as applicable.

25. SPECIAL REQUIREMENTS FOR PROJECTS PAID BY THE DEPARTMENT OF TRANSPORTATION

- 25.1 The City encourages DBE firms to compete for CITY professional services projects, and also encourages non-DBE consultants to use DBE firms as sub-consultants. However, use of DBE sub-consultants is not mandatory and no preference points will be given in the selection process for DBE participation. Consultants are required indicate their intention regarding DBE participation in the DBE Participation Statement contained in the Appendix to this Request for Proposal and to submit that statement with their technical proposal.
- 25.2 Federal law requires states to maintain a database of all firms that are participating or attempting to participate in DOT-assisted contracts. To assist the City in this endeavor, consultants are requested to submit the Bidder's Opportunity List contained in the Appendix to this Request for Proposal with their technical proposal. The list should include yourself as well as any prospective sub-consultant that you contacted or who has contacted you regarding this project. However, any firm previously shown on such a list need not be included.
- 25.3 Consultant Affidavits: The Consultant shall submit all forms provided in Appendix.
- 25.4 The Certification Regarding Debarment and Truth-In-Negotiations Certification shall be executed by an officer of the firm, associates or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.
- 25.5 The Certification for Disclosure of Lobbying Activities form shall be submitted by the proposed Prime Consultant and Sub-consultants. If a Standard Form-LL has previously been submitted to a government agency and there has been no material change, a copy of the previous submission is sufficient.
- 25.6 Federal Law requires states to maintain a database of all firms that are participating or attempting to participate in DOT-assisted contracts. To assist the Department in this endeavor, Consultants are required to submit the Bid Opportunity List. The list should include yourself as well as any prospective sub-consultant that you contacted or who has contacted you regarding this project. Any firms that have previously been shown on such a list need not be included..

26. TERMS FOR FEDERAL AID CONTRACTS

The following terms apply to this contract which involves the expenditure of federal funds:

- 26.1 It is understood and agreed that all rights of the Department relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans specifications, maps data, and cost records relating to this Agreement shall also be reserved and

- held by authorized representatives of the United States of America.
- 26.2 It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of U.S.D.O.T., anything to the contrary in this Agreement notwithstanding.
- 26.3 **COMPLIANCE WITH REGULATIONS:** The Consultant shall comply with the regulations of the U.S. Department of Transportation relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulation, Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of the contract.
- 26.4 **NONDISCRIMINATION:** The Consultant, with regard to the work performed by him after award and prior to completion of the contract work, will not discriminate on the grounds of race, color, religion, sex or national origin in the selection and retention of Sub-Offerees, including procurements of material, and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the program set forth in Appendix B of the Regulations.
- 26.5 **SOLICITATIONS FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT:** In all solicitations made by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential Sub-Offeree, supplier or lessor shall be notified by a consultant of the consultant's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color religion, sex or national origin.
- 26.6 **INFORMATION AND REPORTS:** The Consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or U.S. Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall certify to the Department, or the U.S. Department of Transportation, as appropriate, and shall set forth what efforts it has made to obtain the information.
- 26.7 **SANCTIONS OF NONCOMPLIANCE:** In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the State of Florida Department of Transportation shall impose such contract sanctions as it or the U.S. Department of Transportation may determine to be appropriate, including but not limited to,
1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 2. cancellation, termination or suspensions of the Contract, in whole or in part.
- 26.8 **INCORPORATION OR PROVISIONS:** The Consultant will include the provisions of Section 25.11, part 1 and 2 of the General Conditions in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the State of Florida Department of Transportation or the U.S. Department of Transportation may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that, in the event a Consultant becomes involved in, or is threatened with litigation with a Sub-Offeree or supplier as a result of such direction, the Consultant may request the State to enter into such litigation to protect the interests of the State, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- 26.9 **INTEREST OF MEMBERS OF CONGRESS:** No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.
- 26.10 **INTEREST OF PUBLIC OFFICIALS:** No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall be any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States, and public corporations, boards, and commissions established under the laws of any State.
- 26.11 **PARTICIPATION BY MINORITY BUSINESS ENTERPRISES:** The Consultant shall agree to abide by statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or Offeree:
1. "Policy: It is the policy of the Department of Transportation that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the MBE requirements of 49 CFR Part 23 apply to this agreement."
 2. "MBE OBLIGATION: The recipient or its Offeree agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal Funds provided under this agreement. In this regard, all recipients

or Offerors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or Offerors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their Offerors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.”

26.12 It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.

26.13 It is understood and agreed that if the Consultant at any time learns that the certification it provided the Department in compliance with CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Department. It is further agreed that the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction” as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

26.14 The Department hereby certifies that neither the Consultant nor the Consultant’s representative have been required by the Department, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to

- A. employ or retain, or agree to employ or retain, any firm or person, or
- B. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

26.15 The Department further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

26.16 The Consultant hereby certifies that it has not:

- A. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above Offeror) to solicit or secure this contract;
- B. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or

- C. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above Offeror) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

26.17 The Consultant further acknowledges that this agreement will be furnished to the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

27. CONFLICT OF INTEREST

No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. The foregoing shall not apply to district offices maintained by legislators when such offices are located in the legislator's place of business or when such offices are on property wholly or partially owned by the legislator. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

October 1, 1975.
Qualification for elective office.
Appointment to public office.
Beginning public employment

28. DRUG FREE WORKPLACE:

The City of Venice has adopted a policy in observance of the Drug Free Workplace Act of 1988. Therefore, it is unlawful to manufacture, distribute, disperse, possess, or use any controlled substance in the City of Venice workplace.

The City of Venice requests the attached Drug Free Workplace Affidavit to accompany your response. This form has been adopted by the City in accordance with the Drug Free Workplace Act. The City will not disqualify any respondent who does not concur with the affidavit. The Drug Free Workplace Affidavit is primarily used as a tiebreaker when two or more separate entities have submitted proposals at the same price, terms and conditions.

29. APPLICABLE LAWS

Interested parties are advised that all City contracts and/or documentation pertinent to this solicitation are subject in full or in part to all legal requirements provided in applicable City Ordinances, State Statutes, and Federal Regulations. Uniform Commercial Code, Chapter 672, Florida State Statutes shall prevail, as the basis for contractual obligations between the Offeror and the City for

any terms and conditions not specifically stated within the context of this contract.

30. COMPETENT PERSONNEL

All interested firms are to warrant that services shall be performed by skilled and competent personnel to the highest professional standards in this scope of work.

31. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

31.1 Before delivering a submittal, each Offeror must (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, or performance of the work, (b) study and carefully correlate the Offeror's observations with the solicitation documents; and notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the solicitation documents.

31.2 The Offeror, by and through delivering a submittal, agrees that they shall be held responsible for having familiarized themselves with the nature and extent of any local conditions that may affect the services.

32. SPECIFICATIONS

32.1 The apparent silence of the specification as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

32.2 For the purpose of evaluation, the Offeror must indicate any variance or exceptions to the stated Specifications, no matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Offeror meets all the Specifications in every respect.

33. CANCELLATION CLAUSE

Failure to comply with any of the terms, conditions, specifications and/or service requirements will be just cause for termination of this contract by a thirty (30) day written notice of intent forwarded to the successful Offeror.

34. ACCEPTING CONTENT OF PROPOSAL

By delivering a submittal in response to this solicitation document, the Offeror certifies that they have fully read and understand the context of the solicitation document and have full knowledge of the scope, nature, and detailed requirements of services and/or commodities to be provided and performed. Submittals shall be returned in the sequential manner as requested in the "Submittal Format and Requirements" section of this solicitation.

35. TAXES

The negotiated cost shall include all freight, handling, delivery, surcharges or other incidental charges that may be required to provide the services or deliver the commodities. The City of Venice is exempt from the payment of Federal and State taxes, including sales tax. Your cost proposal shall not include sales tax to be collected from the City. The City's sales tax exemption is not available to you for

items you purchase, regardless of whether these items will be transferred to the City.

36. ASSIGNMENT

36.1 Successful Offeror shall not assign, transfer or subject the Contract or its rights, title or interests or obligations therein without CITY'S prior written approval.

36.2 Violation of the terms of this paragraph shall constitute a breach of the Contract by Successful Offeror and CITY may, at its discretion, cancel the Contract and all rights, title and interest of Successful Offeror shall thereupon cease and terminate.

37. SOLICITATION FORMS

37.1 If the Proposer cannot meet a service or equipment requirement, then the phrase "not available" should be entered on the Proposal Form for that service requirement. In the case of a "not available" remark, the Offeror may offer an alternative service. Alternate submittals may be submitted for consideration. It will be at the City's sole discretion to accept or reject any and all alternate submittals received.

37.2 This solicitation presents the City's minimum requirements under present methods of operation. Responses to this request should address these requirements, but Offerors are encouraged to suggest any additional services or commodities, which in their opinion, would be in the best interest of the City.

37.3 Submittals may be delivered, which deviate from the requirements herein, providing that they are clearly identified as alternate submittals and providing further that it can be demonstrated that stated requirements are substantially improved or are not compromised or prejudiced by such deviations; and, that it would be clearly in the interest of the City that an alternative proposal be considered. Such alternative proposals will be provisionally accepted for consideration, subject to the reserved right of the City to make the determination whether the above stated conditions for alternate proposals have been satisfied and subject further to the reserved right of the City to accept or reject these proposals upon the basis of the determination.

38. DISCLOSURE – PUBLIC OFFICER, PUBLIC EMPLOYEE OR ADVISORY BOARD MEMBER OF CITY

38.1 Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit any public officer, employee, or advisory board member of the City from holding any employment or contractual relationship with any business entity doing business with the City. Section 112.313(12) provides that a public officer, employee, or advisory board member will not be in violation of the prohibition if all three of the following conditions are met. The filing of the disclosure form with the Supervisor of Elections is the sole responsibility of the Proposer and must be filed prior to or at the time of submission of the

proposal. A copy of the filed disclosure form shall be submitted as part of the proposal.

- 38.2 Bid is awarded under a sealed, competitive Proposal to lowest or best Proposer system. Advisory board member is required to, prior to or at the time of the submission of the proposal, file a statement with the Supervisor of Elections, disclosing his interest and the nature of the intended business. The form is entitled "Form 3A Interest in Competitive Proposal for Public Business," a copy of which is available from the City's Purchasing department.
- 38.3 The public officer, employee, or advisory board member, spouse, or child is required to have in no way used or attempted to use his influence to persuade a member of the City or any of its personnel to enter into such a contract other than by the mere submission of the proposal.
- 38.4 The public officer, employee, or advisory board member, spouse, or child is required to have in no way participated in the determination of the Bid specifications or the determination of the lowest or best Proposer.

39. CIVIL RIGHTS

- A. Nondiscrimination - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332: The CONSULTANT or SUBGRANTEE shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The CONSULTANT or SUBGRANTEE shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of (Florida Department of Transportation, the Federal Highway Administration, Federal Aviation Administration, the US Department of Energy, US Department of Justice, or Office of Housing and Urban Development) assisted contracts. Failure by the CONSULTANT or SUBGRANTEE to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy, as the City deems appropriate.

Each subcontract the CONSULTANT or SUBGRANTEE signs in regards to this federal aid PROJECT must include the assurance in this paragraph (see 49 CFR 26. 13(b)). The CONSULTANT or SUBGRANTEE agrees to comply with all applicable federal implementing regulations and other implementing requirements the Federal government may issue.

- B. Equal Employment Opportunity - The following equal employment opportunity requirements apply to this AGREEMENT:

(1) Race, Color, Creed, National Origin, Sex - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the CONSULTANT

or SUBGRANTEE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the PROJECT.

The CONSULTANT or SUBGRANTEE agrees to take all reasonable steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following:

Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements the Federal government may issue.

(2) Age - In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634 and Federal transit law at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements the Federal government may issue.

(3) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the CONSULTANT or SUBGRANTEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements the Federal government may issue.

(4) Access to Services for Persons with Limited English Proficiency - To the extent applicable and except to the extent that the Federal agency determines otherwise in writing, the CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg.

6733 et seq., January 22, 2001. The City's LEP Plan is available in the Title VI/ADA plan at City facilities or may be viewed online at www.venicegov.com

(5) Drug or Alcohol Abuse - Confidentiality and Other Civil Rights Protections - To the extent applicable, the CONSULTANT or SUBGRANTEE agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 201 et seq., and any amendments to these laws.

(6) Other Nondiscrimination Laws - The CONSULTANT or SUBGRANTEE agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The CONSULTANT or SUBGRANTEE also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance, modified only if necessary to identify the affected parties.

40. BID PROTESTS

In any case where a bidder wishes to protest either the results of or the intended disposition of any bid, the bidder must:

- 40.1 File a written notice to the City Manager of the bidder's intention to protest within three (3) business days of the bid opening or the City's declaration of intent with regard to the disposition. Upon receipt of a protest, the bid process shall be suspended until the protest procedure herein described has been completed.
- 40.2 Within five (5) days of filing the written notice of

intent to protest, the protester shall file a formal written protest with the City Manager, acting as the bid protest officer, explaining in detail the nature of the protest and the grounds on which it is based. During this five-day period, the protester is encouraged to attempt to resolve the issue with the City's Finance Department.

- 40.3 The protester must include with the formal written protest a bid protest bond in the form of a certified check, cashier's check or money order made payable to the city in an amount equal to five percent (5%) of the lowest acceptable bid. The bond will be deposited with the Cashier's Office where it will be put into an account and the protester will receive a receipt.
- 40.4 Upon timely receipt of the formal written protest and protest bond, the City must:
- (1) Issue formal findings of fact and a written decision with regard to the validity or non-validity of the formal written protest within ten (10) business days of the City's receipt of the protest.
 - (2) Within two (2) business days of receipt of the formal findings of fact and written decision, the City shall notify the protester of the decision of the bid protest officer. Such notification shall be transmitted via certified return receipt mail.
- 39.5 Should the protest be found to be without merit or validity, the bid protest bond shall be forfeited to the City in its entirety, and the bid process may resume. If a decision favorable in whole or in part to the protest is rendered, a check for the full amount of the bond will be returned to the protester.

END OF SECTION



SECTION 2 : INSURANCE REQUIREMENTS

Before performing any work, the Contractor shall procure and maintain, during the life of the Contract, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than A:VII. No changes are to be made to these specifications without prior written specific approval by the City.

1. The City of Venice is to be specifically included as an **ADDITIONAL INSURED** (with regards to General Liability and Business Auto).
2. The City of Venice shall be named as Certificate Holder. *Please Note that the Certificate Holder should read as follows:*

The City of Venice
401 W. Venice Avenue
Venice, FL 34285

No City Division, Department, or individual name should appear on the certificate. **NO OTHER FORMAT WILL BE ACCEPTABLE.**

3. Required Coverage
 - a) **Commercial General Liability:** including but not limited to bodily injury, property damage, contractual liability, products and completed operations, and personal injury with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate covering all work performed under this Contract. Include broad form property damage (provide insurance for damage to property under the care custody and control of the contractor)
 - b) **Business Auto Policy:** including bodily injury and property damage for all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 combined single limit covering all work performed under this Contract.
 - c) **Workers Compensation:** Contractor will provide Workers Compensation Insurance on behalf of all employees, including sub-contractors, who are to provide a service under this Contract, as required under Florida Law, Chapter 440, and Employers Liability with limits of not less than \$100,000 per employee per accident; \$500,000 disease aggregate; and \$100,000 per employee per disease.
 - d) **Garage Keepers Liability:** With limits acceptable to the city on a per occurrence basis. Legal liability form will be acceptable. This coverage shall be required if the maintenance, servicing, cleaning or repairing of any City motor vehicles is inherent or implied within the provisions of the contract.
 - e) **Bailee's Customer:** All risk coverage with property limits not less than the value of City assets in the vendor's Care, Custody and Control.
4. Policy Form:
 - a) All policies required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by the City, are to be written on an occurrence basis, shall name the City of Venice, its Elected Officials, Officers, Agents, Employees as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Workers Compensation, shall agree to waive all rights of subrogation against the City of Venice, its Elected Officials, Officers, Agents, and Employees.



- b) Insurance requirements itemized in this Contract, and required of the Contractor, shall be provided on behalf of all subcontractors to cover their operations performed under this Contract. The Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.
- c) Each insurance policy required by this Contract shall:
 - (1) apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability;
 - (2) be endorsed to state that coverage shall not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to the City of Venice's Director of Administrative Services.
- d) The City shall retain the right to review, at any time, coverage form, and amount of insurance.
- e) The procuring of required policies of insurance shall not be construed to limit Contractor's liability nor to fulfill the indemnification provisions and requirements of this Contract.
- f) The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of any deductible and/or retention to which such policies are subject, whether or not the City is an insured under the policy. In the event that claims in excess of the insured amounts provided herein are filed by reason of operations under the contract, the amount excess of such claims, or any portion thereof, may be withheld from any payment due or to become due to the contractor until such time the contractor shall furnish additional security covering such claims as may be determined by the City.
- g) Claims Made Policies will be accepted for professional and hazardous materials and such other risks as are authorized by the City. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the Contractor agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.
- h) Certificates of Insurance evidencing Claims Made or Occurrence form coverage and conditions to this Contract, as well as the City's Bid Number and description of work, are to be furnished to the City's Director of Administrative Services, 401 West Venice Avenue, Venice, FL 34285, ten (10) business days prior to commencement of work and a minimum of thirty (30) calendar days prior to expiration of the insurance policy.
- i) Notices of Accidents and Notices of Claims associated with work being performed under this Contract, shall be provided to the Contractor's insurance company and the City's Director of Administrative Services, as soon as practicable after notice to the insured.
- j) All property losses shall be payable to, and adjusted with, the City.
- k) The City may increase or decrease the coverage and coverage limits required of the contractor by change order.

END OF SECTION



SECTION 3 : CITY BACKGROUND

Background on City:

The City of Venice currently operates a fleet of approximately 325 automobiles, light and heavy duty trucks and heavy equipment; with an inventory (Section 13) enclosed in this RFP. The City Departments, Police, Fire, Solid Waste, Public Works, Storm Water and Utilities Operations are full service functions.

The fleet maintenance and related services are to be performed at the City's Garage, located at the Public Works Complex, located at 221 South Seaboard Ave, Venice Fl. 34285.

This Request for Proposal is intended to secure the services of a Contractor to institute and maintain centralized maintenance services and garage operations.

END OF SECTION



SECTION 4 : REQUEST FOR PROPOSAL (RFP) RESPONSE & PROCEDURES

Submittal Requirements:

Firms interested in being considered for the project can download a package from www.demandstar.com or picked up from the City of Venice Purchasing Department, 401 W. Venice Avenue, Venice, FL 34285, 941-882-7422 and submit one (1) original and five (5) copies of the Response Package using the forms provided. No electronic submittals of drawings or design concepts will be accepted. The qualifications submittal shall include the following **required** information. Submittals lacking the required elements listed below may be considered non-responsive, may lose points, or be disqualified at the discretion of the City:

1. Project Name/City's RFP Number
2. Submitting firm's name, address, phone number and contact person.
3. Names of companies proposed as other team members and key personnel with titles and/or classifications.
4. Resumes and related experience of key team members identified.
5. Examples of Firm's qualifications.
6. Specific list of projects of this type performed by team including location and contact references.
7. Present levels of insurance coverage for the primary Offeror and all Sub-contracted Firms and Offerors.
8. All required forms in the Appendix.

Response Due Date

Proposals due no later than November 5, 2018 at 2:00 p.m.

Submittals are to be delivered to:

City of Venice
Purchasing Department- Room # 204
401 West Venice Avenue
Venice, FL 34285



Required Response Format:

TAB 1. Proposer's Experience

The Section 12 of the RFP deals with relevant and related experience and qualifications. Related experience can be in projects in general, although maximum points will be granted to projects that are specifically related to projects of this type. Maximum points will be given to projects where the related experience and qualifications of the firm correlates directly with the project team members per the organization chart and their resumes. Measurements in terms of Proposer's performance in fleet management and maintenance for city or county clients, based on measurable performance data provided in the proposal. Proposer must have a minimum of six (6) years of experience in performing fleet management and maintenance with fleets of comparable size and mix.

TAB 2. Fleet Assessment

Proposers must demonstrate successful experience in fleet evaluation and assessment. Proposers shall include an understanding of the fleet management and maintenance problems experienced in general.

TAB 3. . Responsiveness to RFP Requirements

Measurements in terms of Proposer's approach to meeting the requirements of the Scope of Service, Section 6 and satisfying the City's goals as outlined in the Intent, Section 7 of this RFP.

TAB 4. Cost

Proposers shall include a descriptive breakdown of the labor rate. The labor rate(s) shall be provided as a flat rate standard. Such rate shall include wages, overhead and profit. If your proposal includes more than one flat rate, the makeup of each flat rate must be provided in the proposal. Describe billing and invoice procedures and examples; along with sample work orders to balance billing. Measured as the yearly cost budget and the proposed maintenance performance standard incentives. The "Chilton"-1985- 2017 editions shall be the references for all time charges.

TAB 5. Understanding of Project

A detailed measurement of the Proposer's perception of the issues to be addressed in this project. Proposers shall include a way in resolving problems identified in the City's Intent, Section 7, and present an approach to completing the work elements described in the Scope of Services, including proposed staffing levels and a start-up plan. A specific proposal is expected to describe a methodology for fleet performance standards. Other areas to be addressed include:

- a. Electronic Data Systems
- b. Quality Assurance
- c. Warranties
- d. Mechanic Training, Re-training, Certifications (ASE & EVT)
- e. Safety and Security

TAB 6. Computer System

Identify any hardware and software programs to be used.



TAB 7. Required Forms

All required forms in the Appendix. Qualification for Local Preference will be evaluated on Proposer's submittal of the *Local Preference Worksheet*.

TAB 8. Qualifications of Key Personnel

Proposals shall include a brief summary of applicable past experience to show proven and demonstrated ability to execute the requirements of this RFP. This is to be measured in terms of relevant experience of key personnel and their ability to execute this project. Key personnel must be Automotive Service Excellence (ASE) and Emergency Vehicle Technician (EVT) certified.

Questions During RFP Phase:

Questions must be submitted in writing to pboers@venicegov.com, Attn: Peter Boers, Procurement Manager, for the City's consideration no later than October 26, 2018 at 1:00 p.m. Responses will be provided in writing shortly thereafter and posted on www.demandstar.com for download.

Litigation Statement:

Offerors shall verify in writing that they have not been sued by or taken legal action against the City within the last 5 years. If either event has occurred, the Offeror is to provide documentation describing events.

Drug Free Workplace Act:

Offerors shall certify in writing to the City that they have established a drug free workplace.

Conflict of Interest Statement:

Offeror verifies absence of or identifies up front any potential conflicts of interest.

Public Entities Crimes (FS 287.133):

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Offeror, Supplier, Sub-Offeror, or the Firm under a contract with any public entity, and may not transact business with any public entity in excess of twenty-five thousand dollars (\$25,000.00) for a period of 36 months from the date of being placed on the convicted vendor list.



Required Forms:

Each respondent shall submit the required information forms:

- Pages from Section 8-“Preventive Maintenance Schedules”
- Cost Proposal Form- provided at the end of Section 13- “Vehicle and Equipment Listing”
- Qualification Statement
- Contractor’s Statement of Sub-Contractors
- Staff Experience Form
- “Local Preference” Worksheet
- Non-Collusion Affidavit
- Public Entity Crime Information
- Drug Free Workplace
- Indemnification/Hold Harmless
- Form 3A- Interest in Competitive Bid for Public Business
- Proposal Bond
- Conflict/Non-Conflict of Interest and Litigation Statement
- Immigration Status Affidavit
- Statement of “No Bid” (if applicable)

All Required forms are included in Sections 8 & 13 and in the Appendix.

END OF SECTION



SECTION 5 : RFP SELECTION PROCEDURES

Selection Process:

A Selection Committee made up of members as described herein will review all responses to the RFP, rank the Firms, and present the recommended Award to City Council for approval. If the Selection Committee is unable to come to a consensus regarding the ranking of the firms, the City reserves the right to have two (2) or more Firms make Presentation to the Selection Committee before a the final ranking.

To determine the relative ability of each firm to provide the required services, the City shall consider as a minimum the criteria given in Section 4 above. The order of the format is important to facilitate an efficient and uniform review of the packages as provided for in Section 4. The Firms will be ranked using the scoring method defined in Section 4 above.

Selection Committee(s):

The Selection Committee shall be made up of the individuals from the City of Venice staff. The City reserves the right to increase or decrease the number of individuals that are members of the Selection Committee and/or replace individuals as needed in order to assure meeting the schedule. However, no less than three (3) individuals from the City's staff will be used for shortlisting the RFPs received. It is anticipated that the same individuals will be utilized for Presentations. However, if a conflict in schedule causes a change in personnel, the City reserves the right to adjust accordingly. It is the intention to utilize a Selection Committee of no less than three (3) City staff individuals to hear the Presentations.

Scoring Method:

The scoring method for the RFP will be based on the seven (7) required comments of the qualifications response. The seven (7) items will add up to 100 points as given in Section 4.



Evaluation Criteria:

PROPOSER'S EXPERIENCE	_____	20
FLEET ASSESSMENT	_____	10
RESPONSIVENESS TO RFP REQUIREMENTS	_____	15
COST	_____	20
UNDERSTANDING OF PROJECT	_____	10
COMPUTER SYSTEM	_____	10
LOCAL PREFERENCE	_____	5
QUALIFICATIONS OF KEY PERSONNEL	_____	10

<u>TOTAL POSSIBLE SCORE</u>	_____	100
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END OF SECTION



SECTION 6 : OVERVIEW AND SCOPE

RFP OVERVIEW :

The City of Venice is requesting the submittal of a REQUEST FOR PROPOSAL (RFP) from qualified firms interested in providing Fleet Maintenance for vehicles and related services for the City of Venice.

Please structure your proposal in accordance with the requirements and specifications outlined in this Request for Proposal. Any deviations, additions or deletions should be so noted. Your proposal should address the issues and requirements in order as outlined on the following pages.

SCOPE OF SERVICE:

The Proposer shall provide scheduled preventive maintenance, remedial repairs, towing, parts inventory acquisition and management, and other associated fleet management services required to ensure the continuity of effective and economical operation of the City vehicles and equipment listed in Section 13.

The Proposer will furnish all necessary supervision, labor, parts, supplies and sub-contract work required to maintain the fleet in a state-of-repair and service consistent with generally accepted industry fleet practices and as more specifically defined in this RFP. The Proposer shall have Automotive Service Excellence (ASE) and Emergency Vehicle Technician (EVT) certified personnel on site at all times during operating hours.

In addition, the Proposer use will use the City's computer system in addition to Proposer's computer system for reporting and tracking in support of the fleet service operation. The Proposer's computer system shall be able to produce reports and output that are compatible with the City's SunGard HTE Financial system. Proposer shall provide and maintain a permanent, detailed, automated record system for each vehicle and vehicle category in order to provide a basis for optimum fleet management and provide detailed maintenance and operating information for the City. A monthly summary report collated by the Proposer shall be provided to the Finance Department.

The Proposer will provide a qualified, experienced individual who will reside in the area and serve as General Manager of the Operation, responsible for day-to-day operation of all divisions of the maintenance system in an efficient and effective manner.

KEY DECISION CRITERIA:

The key decision criteria shall be based on the following: (a) Proposer's Experience, (b) Fleet Assessment, (c) Responsiveness to the RFP requirements, (d) Cost, (e) Understanding of the Project, (f) Local Preference, and (g) Key Personnel Qualifications. Each proposer is responsible for one (1) Original and five (5) copies of the proposal response.

END OF SECTION



SECTION 7 : TECHNICAL BACKGROUND

The City of Venice currently operates a total fleet of approximately 325 vehicles and various pieces of equipment (see Section 13) for subject list of vehicles and equipment. The Public Works Department is responsible for rolling stock asset and operation management.

The maintenance of the fleet is currently performed at a central maintenance facility within the city limits located at 221 South Seaboard Ave.

This approach to equipment maintenance is in effect for all City vehicles and equipment.

This Request for Proposal (RFP) is intended to secure the services of an experienced Proposer to provide fleet management and maintenance services for the City.

INTENT:

It is the intent of the City of Venice to procure the services of an experienced ASE and EVT certified Fleet Maintenance entity who will assume responsibility for the care of the City's fleet preventive maintenance and repair operation, acquire the City's current useable parts inventory and continue to manage the inventory for the City's fleet maintenance and repair, and to perform other functions routinely associated with the efficient management of the City's fleet.

The goals of this procurement include:

- Reduce overall fleet maintenance cost.
- Improve vehicle and equipment availability.
- Improve cost accounting of fleet maintenance via monthly summary and other trend analysis
- Increase overall fleet operating efficiencies including a reduction in capital expenditures for fleet assets.
- Improve services offered to the City's departments using fleet vehicles by professionalizing the total fleet function.
- Initialize a program for life cycle/cost analysis for targeting deficient vehicles

The City is particularly interested in the following maintenance performance criteria:

1. Vehicle and equipment availability with limited downtime is a top priority due to lack of redundancy in the fleet
2. A four (4) hour downtime is the maximum for the light fleet classification for PM-A's and PM-B's
3. A maximum of two (2) waste units to be down at any time.



4. PM scheduling and completion performance.
5. Unscheduled repair performance.
6. Parts availability- keeping key components in stock at all times-(i.e. drive shafts, lug nuts)
7. Quality of work
8. Quantity of work
9. Road call performance: 24 hours a day/ 7days a week, one (1) hour response time.

The city expects the final Agreement to be similar to and include all the work elements of the Statement of Work within this RFP. Oral presentations may be required by corporate management of the Proposer who has the ability to fully answer all questions regarding their proposal within thirty (30) days after receipt of bids.

Substantial deviations from the minimum requirements of this RFP and the Statement of Work may cause disqualification from further consideration at the discretion of the City.

FACILITIES:

Work shall be performed at the facility located at 221 South Seaboard Ave., Venice, FL 34285.

The Proposer shall not use the facility for work on vehicles or equipment not owned or leased by the City. The Proposer will perform, at Proposer's cost, an environmental inspection of the facility prior to contract commencement. All results of the required environmental inspection will be reported to the City when available. Proposer shall try to secure solid waste collection service through the City of Venice.

All equipment added during the term of the Contract will become the property of the Proposer. The cost of special equipment purchased or leased shall be at the Proposer's expense. The physical facility office provided to the Proposer for the term of the Contract will be returned to the City upon completion of the Contract in the same condition they were provided to the Proposer, except for normal wear and tear.

The facility will include telephones on the City network.

The Proposer shall maintain the shop facility including all repairs due to normal wear and tear and any damaged caused.



FACILITIES SAFETY:

Automotive shops are especially vulnerable to chemicals and other workplace hazards, which is why there are safety standards. Specifically floor must be kept uncluttered and provide easy access for walking. All spills must be cleaned up immediately. Tools and parts that are not being used must be put away. Regulations applicable to electrical wiring, and protection around metal fabrication and painting must be followed. The successful Proposer is required to provide safety equipment to protect the cities building and assets. The auto shop is subject to safety inspections by City Personnel and must be operated in a safe environment for all parties entering, or working in the facility. Violations observed by City Personnel or inspectors hired by the City must be corrected in a reasonable amount of time. It is the intent of the City to use OSHA regulations as the guideline for safe operation and protection in the auto shop

HOURS OF SERVICE:

The shop shall normally be open from 7:30 A.M. to 4:00 P.M., Monday through Friday. Vehicles and equipment shall be accepted for service during these hours of operation.

The City reserves the right to alter these times if excessive downtime occurs and a burden is placed upon the customers of Venice due to lack of operational vehicles or equipment. ***The city has the right to do their own minor repairs and welding during the week, weekends and/or Holidays. Examples of minor work include fluids, batteries, hose repair, inspections, grease, cracks, in cab components, wipers, lights, ect.***

The shop shall be open and operating every scheduled City workday. The Proposer will observe holidays in accordance with the City's holiday schedule. The Proposer may work on scheduled holidays, but must not expect delivery of vehicles scheduled for PM or other maintenance services.

SECURITY:

The Proposer may change the lock cylinders on any or all the maintenance facilities and equipment leased for the duration of the contract. The Proposer shall provide duplicate keys to the City and fleet manager so we can access city property. Security and safety cameras inside and outside of the shop may be installed.

The Proposer shall also provide for security of the City's vehicles and equipment while in the Proposer's possession for maintenance or repair. The Proposer is allowed to use lockouts to keep the unit from being used while under their care. Keys to any lock out must be provided to the fleet manager in the event access to the unit is needed.

END OF SECTION



SECTION 8 : GENERAL REQUIREMENTS AND INFORMATION

PREVENTIVE MAINTENANCE:

A preventive maintenance (PM) program shall be established for all vehicles and equipment that are the responsibility of the Proposer. The PM program will be designed in accordance with recognized industry standard fleet management practices and will meet the terms and conditions necessary to comply with the original equipment manufacturer's (OEM) specifications, or other specific warranties and recommendations. Routine maintenance activities are performed at regular intervals to a functional asset in order to keep the asset serviceable and to prevent unplanned failures. Scheduled work (fully planned) is based either on time or meter. PM services include "A", "B", "C", "S", and "t"

****All repairs in excess of two hundred and fifty dollars \$250 shall be communicated to the fleet manager or department head and receive approval prior to performing work.**

Although subject to change as agreed by the Proposer and the City, the PM work will meet the following minimum requirements:

PREVENTIVE MAINTENANCE SCHEDULES:

PM-A Perform items

1. Check Safety items
2. Inspect, all lights
3. Inspect, and refill all fluid levels
4. Inspect charging system
5. Inspect, U-joints, and CV joints and boots
6. Inspect and service any oil, fuel, coolant or other fluid leaks
7. Inspect hoses, clamps, and belts
8. Inspect operation of all gauges
9. Inspect, service and lubricate all grease points on chassis, hinges, locks, suspension,
10. Inspect, service and change engine oil and filter
11. Check air pressure in all tires
12. Inspect, service, rotate tires. **Replace Police at 5/32 inch tread life. All other vehicles at 3/32 inch tread life**
13. Inspect, siren, and emergency equipment, etc, and,
14. Inspect hydraulic fittings and hoses



PM-B Perform items

1. Perform PM “A”
2. Replace wiper blades
3. Inspect and replace engine air cleaner if needed
4. Replace hydraulic fluid filters
5. Inspect all brakes (replace linings/pads, rotors/drums at manufacturer’s recommended specifications), measure drums and rotors (measurements must be noted on work order),.
NOTE: Every brake job shall include a new brake hardware kit, which includes springs, hold-downs, rollers, etc.

PM-C Perform items

1. Perform PM – B
2. Inspect, remove, clean, repair or replace, and repack wheel bearings and spindles
3. Inspect, service, and repair transmission, which includes but is not limited to, adjustment, fluid and filter change as required and only if at manufactures recommended mileage for this service
4. Inspect, service, and repair front end alignment
5. Inspect, service, and repair and tune engine to include, but not limited to replacement of spark plugs, ignition wires, distributor cap, rotor, and any other items necessary for a complete tune-up (if so equipped) and only if at manufactures recommended mileage for this service
6. Drain, flush, and replace differential gear lubricant (limited slip differentials must have special lubricant added.) and only if at manufactures recommended mileage for this service
7. Inspect, service, repair, and perform complete diagnostic engine analysis, including Electronic Control Module and all related sensors and control devices. (Printout analysis must be attached to work order and retained in vehicle file. And one copy given to Fleet Manager)
8. Drain, flush, and replace engine coolant (ethylene glycol)
9. Inspect and service cabin air and emissions filters, and valves as needed, or within (OEM) guidelines
10. Inspect heating/air conditioning system
11. Inspect and service frame, cross members and body joint
12. Inspect body and chassis and related components
13. Replace batteries with new batteries with a minimum life of 36 months
14. Inspect, service and change hydraulic fluid and filters
15. Replace all body or PTO driven hydraulic hoses on waste or specialty equipment



PM T- Trailer every 12 months

1. Inspect, service and lubricate all grease points, hinges, locks,
2. Inspect suspension
3. Inspect and service frame, cross members
4. Inspect, service, and repair tires.
5. Perform a safety inspection
6. Remove all wheels; inspect all brakes (replace linings/pads, rotors/drums at manufacturer's recommended specifications), measure drums
7. Inspect, clean, and repack wheel bearings and spindles

PM O- Other equipment every 12 months

1. Inspect service and lubricate all grease points, hinge, locks
2. Perform safety inspection
3. Follow manufactures recommended specifications for PM
4. Replace fluids if applicable

CLASS 1

ADMINISTRATIVE CARS, VANS, UTILITY VEHICLES, LIGHT TRUCKS (one ton and under), SHALL RECEIVE PM'S IN ACCORDANCE AS FOLLOWS: (NOTE) These light class vehicles are to have a six (6) hour maximum down time for PM-A and PM- B if dropped off according to the schedule

PM – A 5,000 miles, or six (6) months, whichever occurs first

PM – B every twelve (12) months, one year

PM – C every three (3) years

CLASS 2

**TRUCKS OVER 1 TON – BUCKET/BOOM & VACTOR TYPE EQUIPMENT
HEAVY EQUIPMENT-SPECIAL- BRUSH, AND OFF-ROAD**

PM B will include operation test of all truck or equipment operations and functions and hydraulic hose and cylinder inspections

PM – A 5,000miles or 200 hours, or six (6) months, whichever occurs first

PM – B every twelve (12) months, one year

PM – C every three (3) years

CLASS 3

TRUCKS, SANITATION, (GARBAGE), PACKERS:

PM A will include clean out and blade, arm, cable, and hose inspection

PM B will include inspection of all hydraulic cylinders



- PM – A** 5,000 miles or 200 hours, or four (4) months, whichever occurs first
- PM – B** every twelve (12) months, one year
- PM – C** every three years (3)

CLASS 4

POLICE PATROL UNITS AND FRONT LINE EMERGENCY UNITS

- PM – A** 6,000 miles, or four (4) months, whichever occurs first
- Safety Inspection-** every two (2) months between PM-A
- PM – B** every twelve (12) months, one year
- PM – C** every three years (3)

CLASS 5

FIRE APPARATUS- PUMPER TRUCKS,

PM B will include operation test of all equipment and functions hydraulic hose and cylinder inspections

- PM – A** 5,000 miles or 200 hours, or four (4) months, whichever occurs first
- PM – B** every twelve (12) months, one year
- PM – C** every three (3) years

LADDER TRUCK(S)

- PM – A** 5,000 miles or 200 hours, or four (4) months, whichever occurs first
- PM – B** every twelve (12) months, one year
- PM – C** every three (3) years

PM T-Trailer Every 12 months, (1) year with brakes

PM T-Trailer Every 12 months, (1) year W/O brakes

PM O- Other Equipment Every 12 Month, (1) year



MAXIMUM COSTS OF SPECILIATY SERVICES

DEF COMPUTERIZED REGEN Max Cost

A/C TEST Max Cost

SHUTTLE TO LOCAL DEALERSHIPS FOR RECALLS

COMPUTER DIAGNOSTICS Max Cost

INSPECTION COST

CLASS 1&4

CLASS 2

CLASS 3

CLASS 5

CUROTTO CANS

Successful respondent shall develop and recommend for the City's approval additional elements of servicing required, but not included in PM's A, B, C, T and S. As a minimum, the finalized element and schedule of services, shall meet or exceed the requirements/recommendations of the OEM.

END OF SECTION



SECTION 9 : SCHEDULE AND EXPLANATION OF EVENTS

ROUTINE MAINTENANCE AND REPAIRS:

Perform repairs as required; road test and correct deficiencies.

MAINTENANCE AND INSPECTIONS:

Inspect and test vehicles (and power-operated equipment on the Fire trucks) during the standard PM “A” in accordance with Federal and State laws. Inspections and tests shall be performed by the Proposer in the Maintenance Facility by properly authorized and trained mechanic(s). This shall include a Safety Inspection during the standard PM.

FLEET ASSESSMENT:

Within six (6) months after the starting date of the Agreement, the Proposer shall perform a PM on every piece of equipment in the fleet and correct or identify any deficient vehicles. Major component failures identified during this initial six-month period shall be considered to be included in the Proposer’s proposed price.

SCHEDULING:

PM activities should interfere minimally with the operator’s normally required work schedule. Therefore, vehicle and equipment PM’s should be scheduled at times mutually agreed upon by the Proposer and the City. The Proposer will assist with developing an automated PM schedule to the City with sufficient lead-time that the City can give Five (5) working days notice to the vehicle user. PM schedule notification, referencing both the department and unit number, shall be provided in writing to the designated Department representative. The Proposer along with the fleet manager will be responsible for all contact with departments regarding vehicle PM scheduling. The City, the designated Department representatives, and the vehicle and equipment operators will be responsible for keeping scheduled appointments for preventive maintenance. Respondents are asked to include in their Proposals policies regarding PM appointments missed by the City and vehicle operators. The City reserves the right to request routine oil changes and minimum inspection at third party shops in the event of excessive downtime. A purchase order will be issued by the Proposer for such service upon request. The service rendered will be incorporated into the fleet tracking database, and become a permanent record for that vehicle’s service history.

PERFORMANCE:

The timely performance of preventive maintenance is incumbent upon the Proposer for all fleet vehicles. It is incumbent upon the Proposer to schedule, notify and perform the scheduled preventive maintenance in a time frame that minimizes fleet downtime. Fleet downtime for light class vehicles shall not exceed four (4) Six (6) hours if the vehicle is delivered to the shop in the designated time frame as requested by the



Proposer for PM-A and PM-B schedules. If accurate diagnosis is not complete within two (2) hours, Proposer is to notify the Fleet Manager to discuss the possibility of the use of an outside vendor for proper repair.

REPAIRS:

The Proposer shall make specific repairs to vehicles and equipment that are identified through PM, by users, and by breakdown or malfunction. Repairs shall be made as required within the criteria of good fleet maintenance. Note again the City's requirement to have a maximum of 2 waste units, 3 police units, or 1 fire engine down at any time.

MAJOR COMPONENT FAILURE:

Major components that may require replacement or overhaul during the contract term, i.e. engines, transmissions, and differentials or any component with a replacement cost of \$500.00 or more shall be considered a service as defined by the initial fleet assessment terms. Proposer shall discuss with Fleet Manager the available options before proceeding with repair.

ROAD CALLS:

The Proposer shall provide emergency road service calls, including towing service, for vehicles in the City's fleet. The city will provide a truck for service call, truck is not to be taken home, and is to stay at the fleet facility. The Proposer shall have persons on call to expeditiously handle vehicle breakdowns. The Proposer shall tow any City-owned or leased vehicle requiring service, regardless of whether or not the cause is an authorized repair or another incident. An authorized mechanic shall make the road call immediately after receiving the call. *For Solid Water/ Recycling vehicles, the Department shall address repairs as an emergency basis and evaluate the situation.* Contact number and schedule will be given to the fleet manager the beginning of each month. All drivers of City owned vehicles for service calls shall supply a Motor Vehicle Report (MVR) with a copy of their Driver's License. Prior approval by the City is required before operating any city vehicles outside of the facility.

QUICK FIX:

The Proposer shall provide a Quick Fix function for minor repairs of less than a one-hour duration when the vehicle operator chooses to wait for the service. Vehicles repaired under Quick Fix are to be moved to top priority. Example quick fix repairs include fluid replenishing, windshield wiper service, and headlight

replacement. PMs will not be conducted as a Quick Fix function. *Solid Waste/ Recycling quick fixes shall be done by the Department. This will include fluids, batteries, hose repairs, wipers, lights.*

WARRANTY:

The Proposer shall administer all warranties, both for vehicles and parts, associated with management of this fleet for 12 months or 12,000 miles, whichever comes first, for each vehicle listed. Such work will be reimbursed directly to the Proposer by the equipment manufacturer and the City will not be charged for such work. Payments and adjustments received by the Proposer for warranty work shall be credited to the City account. **New vehicles still under manufacturer's warranty shall be taken to the local dealership by Department for such warranty work.**



RE-WORK:

The Proposer shall track and identify multiple repairs for the same deficiency on the same vehicle (re-work) and shall not include in the monthly statement costs for re-work occurring before the scheduled time after the original repair. Such re-work labor costs will be calculated and reimbursed to the City.

The Proposer's guidelines for re-work shall be the lesser of:

- a. Engine overhaul - 6 months or 6,000 miles
- b. Brake overhaul (non-emergency vehicles)-12 months or 6,000 miles
- c. Tune up - 12 months or 6,000 miles
- d. General Repair (excluding electronic components)-12 months or 6,000 miles

These minimum standards may be adjusted by the Proposer to reflect the City's fleet composition. Any adjustments should be clearly stated in the Proposer's proposal to the City.

OUTSIDE REPAIRS:

The Proposer along with the Fleet Manager will be responsible for arranging and managing the conduct of outside repairs that cannot be performed economically or expeditiously in-house; and shall be responsible for continued review of the need for specific outside repairs as opposed to performing in-house repairs. These outside repairs may include bodywork and painting, glass replacement, transmission sealing and repair, radiator work, and such other work that can be utilized at minimum cost to the City. The Proposer's plan for outside repairs shall be stated in the proposal and included in the target with exceptions as noted in the document. The plan shall be periodically and informally reviewed by the City and the Proposer to ensure that the outside repair versus in-house repair decision remains justified. All responsibility including paperwork, invoicing, quality control, vehicle movement, vehicle security etc. shall be the Proposers. **Please note: These outside repairs shall occur only after the Fleet Manager or Department head input and approval.**



VEHICLE PREPARATION AND DISPOSAL:

The Proposer shall assist with preparing newly acquired vehicles for service. Preparation shall include inspection and possible installation of special equipment at the direction of the fleet manager.

Respondents should describe in their Proposals, plans for assistance with vehicle and equipment preparation and disposal within the target costs.

ACCIDENTS:

The Proposer may be asked to assist in the transport or repair of units involved in accidents.

FUEL:

The City will be responsible for fueling charges to all City vehicles and equipment.

TIRES:

The Proposer shall repair or replace tires as required, except for the Solid Waste refuse and recycling trucks. All new tires shall be purchased through a supplier that offers state or cooperative contract prices for government agencies. Invoices for all new tires shall be given to the Fleet Manager with unit number, and tread depth, or reason of the tires being replaced. There shall be no mark up on tires purchased through this contract.

PARTS SUPPLY:

The Proposer shall furnish all parts and supplies necessary to maintain and repair vehicles and equipment at the fleet facility. Parts installed by the Proposer shall meet OEM specifications, and shall be warranted accordingly. Parts installed on vehicles and equipment shall be identified by part number and cost on the work order for the appropriate assignment. The Proposer shall have available to the City an audit report showing part costs and a pricing comparison of at least three local suppliers.

INVENTORY:

The Proposer shall maintain an adequate parts inventory as part of the Proposer's target costs. A management information system shall be used to monitor the parts inventory and track parts usage on the City's fleet. At a minimum, the electronic system shall be capable of generating a complete inventory by part number and part cost, and a usage rate history for each part normally stocked. Respondents shall describe their program for inventory control, ability to provide volume purchasing programs, and plans to utilize local vendors and suppliers, as appropriate, in their Proposals to the City.



REPORTING:

The following minimum requirements for reporting and record keeping will be in effect for the term of the contract. Respondents are asked to submit, as part of their Proposals to the City, any additional reporting methodologies they would recommend enacting in the best interest of the City and the management of the City's fleet.

RECORDS:

Upon prior notice to the Contract Project Manager, the Proposer shall provide the City's authorized representative(s) access at all reasonable times to all electronic and hard data, Fleet Management Information System, books, records, correspondence, instructions, plans, drawings, receipts, vouchers, and memoranda of every description related to the Proposer's fleet management and maintenance services for the City, and shall provide to the authorized representative(s) cost verification for work.

FILES:

The Proposer shall maintain a complete file of service manuals, service bulletins, lubrication charts and other information needed to properly service and repair the fleet of the City. These files, charts, and manuals will become property of the city at the end of the contract.

A hard copy history folder shall be maintained by the Proposer for each vehicle. This folder will contain, in chronological order, all work orders generated on the vehicle. The folder shall also contain the vehicle's make, model, year and serial number along with invoice information. Information will be updated monthly, and in no instance, shall be older than 45 days. Vehicle history will be supplied to the Proposer by the City, as available through existing records from the current contract.

All electronic data (stored in the Proposer's MIS) shall be owned by the City and made available to the City's authorized representatives at any time during the contract. Files will be transferred at the direction of the City's MIS Department at the completion of the current contract.



WEEKLY REPORT:

The Proposer shall generate a weekly report for delivery to the fleet manager before noon each Monday. The weekly report shall be in memo format and shall include from the previous week's activity:

- a. A listing of vehicles not delivered for a scheduled PM. The listing shall include the assignee's name and department, if known.
- b. Repair activity, by Department.
- c. A status report on vehicles that failed the maximum six (6) hours of downtime for scheduled PM-A's and PM- B's.
- d. A status report on vehicles out of service for more than seven (7) days.
- e. Number of work orders processed.
- f. Number of re-work work orders, and total shop time devoted to re-work (to be credited to the City).
- g. Summary Work Order with detailed cost figures for each vehicle repaired.
- h. Fleet Readiness / Availability statistical information, as a percentage of the overall fleet and by department.

MONTHLY REPORT:

The Proposer shall provide a consolidated monthly management report to the fleet manager and each department on or before the 10th calendar day of the month following the reporting period. This report shall include, but not be limited to:

- a. Maintenance costs for the month compared to target costs.
- b. Failure/attainment in each performance area subject to reward/liquidated damages for that month and cumulative damages for that contract year.
- c. Costs for accidents and other items not included in target costs.
- d. Discovery or indication of abuse by the vehicle user in excess of normal wear and tear.
- e. Number of service calls.
- f. Number of vehicle PMs scheduled/completed.
- g. Downtime by category and in total.
- h. Cumulative records of sub-contracted work.
- i. Total labor hours expended.
- j. Total parts cost.
- k. Problem/accident summary.

ANNUAL PERFORMANCE REPORT:

The Proposer shall provide the City with a written annual performance report which summarizes the year's activity, within thirty (30) days following the end of the contract year. The annual performance report should include yearly data for those categories presented in the monthly reports, as well as any additional performance information the Proposer believes should be included. Proposer should be prepared to present this report to the City Council during a regularly scheduled City Council meeting, or as a Workshop item. Respondents should include as part of their Proposals to the City, a copy of an example annual performance report.



INVOICES:

The Proposer will invoice the City in an amount of the price after the first month's services. Following the first month of services, the Proposer will invoice the City on the first day of each month for the current month's services, and a separate invoice delineating additional reimbursable items (including directed work, approved accident repairs, and other approved non-target work, emergencies, major component failure within the first six months) which were incurred by the Proposer in the previous month.

The Proposer shall prepare verification data of any items questioned for the amount claimed and provide complete cooperation during such investigation of any areas in the invoice subject to question. The City will be responsible for paying the remainder of each month's invoice when individual invoice line items are awaiting dispute resolution. Invoices shall include backup for all reimbursable item.

PAYMENT:

The Proposer shall be paid upon submission of proper certified invoices, and after repair has been approved by Department, at the prices stipulated on the contract. The City's Procurement Card program allows authorized City employees to purchase goods and services using a Visa Card. The City shall, at its discretion, pay invoices by Purchase Card, check or the ACH (Automated Clearing House) process without any services charges.

Purchases authorized under this contract that are not charged to the City Visa card will be paid upon receipt of an original invoice within thirty (30) days and after all products and/or services are delivered, inspected and accepted. The invoice shall clearly state the City's department name and the department contact person. If Purchase Orders are used; invoices shall contain the purchase order number. **THE PROPOSER SHALL ACCEPT NO ORDER WITHOUT A PURCHASE ORDER NUMBER FROM THE CITY.**

FLEET MANAGEMENT INFORMATION SYSTEM:

The Proposer will own, install, implement and maintain all computer hardware and software necessary for an electronic record keeping and reporting system for all services being contracted. The information system shall provide records of all repairs and servicing activities performed for each vehicle or piece of equipment. Any internet connection, e-mail addresses, also any office, e-mail or internet software shall be provided by the Proposer for the entire term of the contract.

The Proposer's computer system must be a multi-user system capable of integrating all information pertaining to inventory, maintenance, repair, personnel, asset management, etc. The Proposer must provide the City any reports from the system and the data contained therein. Any maintenance and/or repair to the computer system will be the Proposers responsibility through an outside source other than the City.

Respondents should include in their Proposals to the City a complete description of the Proposer's computer management system, including sample reports, staffing plan to input and maintain system data, corporate computer support programs and personnel, training and orientation programs. The City may, at its discretion, request a real-time demonstration of the



Proposer's proposed fleet computer system, as part of the oral presentations or visits to the Proposer's other existing fleet management sites prior to contract award. In addition, the proposal may be required to use the city's fleet software owned by the city to track and manage cost and services.

EMERGENCIES:

The Proposer shall mobilize the shop and provide repair and maintenance services for the duration of emergency situations. Such service shall include adequate staffing to ensure continued vehicle operations at a level determined to be required by the City. Costs incurred during emergency situations are not to be included in the cost target. Respondents are required to describe the invoicing for emergency services in their Proposals to the City. Respondents are encouraged to cite references regarding the Proposer's ability to respond during emergency situations. The proposer should submit an emergency action plan with the contract.

PURCHASES:

The Proposer may be asked to assist the City in preparing purchase specifications for additional or replacement vehicles and service equipment as needed. In addition, the Proposer may assist the City with inspections and assessments of used vehicles and equipment under consideration for purchase or lease. The Proposer shall identify to the fleet manager , other equipment that will reduce the cost of maintenance and/or improve the quality of vehicular services. The Proposer may assist the City in an ongoing fleet replacement schedule, to be utilized in the City's Capital Improvement Plan.

DIRECTED WORK:

The City or its designee may direct the Proposer to perform additional tasks (i.e., tasks not related to ongoing and normal operations) under this Contract. The Proposer shall perform such assignments in accordance with an agreed to schedule and level of effort. Cost of such assignments shall not be included in the cost target. Respondents are to include in their Proposals the invoicing for such directed work. work over \$500 needs to have the written quote approved by the fleet manager or the department head before work is done. Proposer may be asked to provide emergency services on City owned equipment, such as mowers, ATV's, and generators, when down time could hinder city operations.

INVESTIGATIONS:

The Proposer shall support the City with technical investigations related to the automotive fleet. Such investigations may support accidents, fire, or other issues of a technical nature.

WASTE:

The Proposer shall be responsible for and shall propose/retain vendors for the disposal of wastes other than trash generated during the course of the Contract. The City shall provide trash pick-up for the Proposer at the City facility. The Proposer shall maintain records on all hazardous chemicals and other hazardous waste. The records shall contain the materials' origin, use, transportation, and ultimate distribution and disposal. All disposals shall be in accordance with current City, State and Federal laws and EPA regulations. The Proposer shall provide training and management for employees working with



and handling hazardous materials, in accordance with laws and EPA regulations. The Proposer will provide a written Hazard Communication Program. The Proposer shall hold the City free of liability for all actions of the Proposer relating to waste disposal. Proposers shall refer to the EPA's booklet "Storm Water Management for Industrial Activities" (EPA 833-R-92-002, October 1992) for information the City's Storm Water Pollution Policy.

Respondents shall include in their Proposals to the City a description of their qualifications to handle waste streams generated as a part of normal City fleet maintenance.

STAFFING PROVISIONS:

The Proposer shall have the responsibility for selecting adequate personnel to perform the services necessary to achieve the goals of this contract. The Proposer shall be required to perform pre-employment drug testing for all proposed Proposer employees.

END OF SECTION



SECTION 10 : STANDARD CONTRACT INFORMATION

PROPOSER'S GENERAL MANAGER:

The Proposer's General Manager shall have proven managerial experience managing and maintaining municipal fleets and/or fleets of similar composition. Nominee(s) for General Manager shall be presented to the City for specific approval, preceded by resumes.

CONTRACT TERM:

The duration of the Contract will be from January 1, 2019 to December 31, 2021, for thirty-six (36) months. Further, this Contract may be renewed, expanded and extended by mutual agreement for a renewal period of two (2) one-year renewals, provided that the funds for subject contract are available and an operating budget is approved by the City and Proposer, and that the Proposer has established a satisfactory record of performance.

PROPOSERS RELATIONSHIP TO THE CITY:

Proposer as Independent Proposer

Nothing in this Service Agreement shall create, or be deemed to create, a partnership, joint venture, or the relationship of principal and agent or of employer and employee between Owner and Proposer. Proposer is to Owner an independent Proposer. Neither party shall exercise, nor have the right to exercise, control over the time, method, manner or means of the operations of the other, and the only obligations one party has to the other is as set forth in this Service Agreement.

Subcontracting:

Proposer may subcontract services to be performed hereunder with the prior approval of the City, which shall not unreasonably withhold approval. No such approval will be construed as making the City party of, or to, such subcontract, nor shall approval be construed as subjecting the City to liability of any kind to any Sub-Proposer. No subcontract shall, under any circumstances, relieve the Proposer of its liability and obligation under this Contract; and despite such subcontracting the City shall deal through the Proposer, and Sub-Proposers will be dealt with as workmen and representatives of the Proposer. It is the Proposer's responsibility to ensure that approved Sub-Proposers have achieved the same liability coverage as the Proposer.

City Representative(s):

Unless provided otherwise elsewhere in the Contract, the City may authorize representative(s) to act on behalf of the City on all matters relating to this Contract and/or services being performed hereunder. The representative(s) shall decide all questions which may arise as to the quantity, character and quality of services performed or to be performed pursuant to this contract.

Inspection of Work:

The Proposer shall furnish the City or authorized representative(s) with every reasonable opportunity to determine whether or not the work is performed in accordance with the requirements of the Contract. The City may appoint qualified persons to inspect the Proposer's operations and equipment, and Proposer shall permit these authorized representative(s) to make such inspections at a reasonable



time and place. The Proposer shall provide read-only access to all MIS data as an additional means for the City to inspect the Proposer's work.

Proposer:

Proposer shall mean the individual, partnership, or corporation (or legally authorized representative if the context so requires) who or which agrees, for a stipulated sum, to perform the work or service, or to furnish materials or equipment, or both, as set forth in a contract with the City of Venice, State of Florida

Contract:

Contract shall mean an agreement executed by the City and the Proposer for the performance of the work and services, and the furnishing of materials or equipment, or both, as set forth in this Request for Proposal. The documents that will form the Contract include this "Request for Proposal," all attachments hereto, the winning Respondent's "Proposal," and the subsequent "Contract Agreement."

Surety:

Surety shall mean the party who is bound with and by the Proposer to ensure the payment of all lawful debts pertaining to and for the acceptable performance of the Contract.

Performance Bond:

Performance Bond shall mean the security approved by the City and furnished by the Proposer as an assurance that the Proposer will execute the work and will pay all lawful claims in accordance with the terms of the Contract.

Contracting Officer(s):

Contracting Officer(s) shall mean the designated representative(s) of the City with the authority to direct and modify the Contract Agreement with the Proposer.

Fleet:

Fleet shall mean all of the units listed in Section 13 as well as units that may be added to or deleted from the City fleet, subject to agreement by the Proposer and the City. The city has the right to add or remove units or groups from the fleet list and use specialty vendors is a better cost savings and service is found.

Downtime:

Downtime shall mean the percentage of time a piece of equipment is unavailable for use due to a need for repair or preventive maintenance work. Downtime is calculated as follows:

Number of hours unit is not available for use, divided by 24 Hours per Day.

Downtime begins when a unit is brought to the garage for authorized repair work, or upon receipt of notification that a unit requires towing to the garage for authorized repair work. Downtime ends when the department to which the unit is assigned is notified that the unit is available for service. Downtime



does not include the time to make repairs necessary as a result of vehicle abuse, accidents, warranty, vandalism, or Acts of God.

END OF SECTION



SECTION 11 : COSTING METHODOLOGY

Labor Costs:

Labor costs will include wages, salaries, fringe benefits, payroll taxes, mechanic and management costs, overhead and administrative costs.

Parts/Supplies/Outside Services:

The Proposer will charge the City for parts, supplies, and outside services at cost as the items or services are used, as reflected in the Proposer's repair orders. The Proposer shall have available to the City an audit report showing part costs and a pricing comparison of at least three local suppliers.

Performance Incentive Programs:

Respondents are encouraged to include a system for performance-based incentives and deductions tied to clearly stated performance objectives, for example parts acquisition and labor rate differentials.

Capital Expenditures:

Any and all capital expenditures of the Proposer for equipment or other capitalized items (i.e., engine analyzer), in connection with the services and work are to be provided by the Proposer.

Directed Work:

Overtime and other City approved labor and material cost incurred by the Proposer in performance of emergency or other directed work shall be approved prior to work.

Additional Reimbursable Items:

Costs incurred for unit repairs necessitated as a result of user abuse, vandalism, capital improvement and accident damage during the life of the contract, or major component failure during the first six (6) months of providing service hereunder, or to vehicles and equipment in excess of agreed upon life-cycle standards, will not be included in the computation of the cost of performance incentives, and will not be included in the approved target, and will be directly reimbursable by the City to the Proposer.

END OF SECTION



SECTION 12 : EVALUATION AND PROPOSER SELECTION

QUALIFICATIONS OF RESPONDENTS:

The City may make such investigation as deemed necessary to determine the ability of a Respondent to furnish the required services, and the Respondent will furnish to the City all information and data for this purpose as the City may request.

The City reserves the right to request a tour of qualified Respondents' current fleet maintenance and management locations, prior to Contract award.

The City reserves the right to reject a proposal if the evidence submitted by, or investigation of, such Respondent fails to satisfy the City that such Respondent is properly qualified to carry out the obligations of the Contract, and to deliver the equipment and services contemplated herein.

METHOD OF AWARD:

The City will enter into contract negotiations with the highest-ranked Respondent based on the combined scores of the written proposal, any oral presentation, any site visitations, and evaluation by the City, and approval by City Council.

END OF SECTION



SECTION 13 : VEHICLE and EQUIPMENT LISTING

The attached vehicle and equipment list should be used by all Respondents to determine their proposed costs to provide comprehensive fleet management and maintenance services to the City of Venice, Florida as described in the requirements of this RFP.

NOTE: This vehicle and equipment list should be used as a guideline for determining the types of maintenance that will be required on the different vehicles and equipment that the City must maintain. The list may not be 100% accurate. It should be used as a guide for estimating the different maintenance requirements for the City. Respondents are responsible for determining an accurate fleet inventory.

VEHICLE AND EQUIPMENT LIST

UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
208	Dodge Dakota SLT 3.7L Pickup 4x4	2004	CHY	1
213	Ford Explorer XLS 4.0L 4X4	2004	Ford	1
411	Ford F250 Pickup 5.4L	2004	Ford	1
17-411	Ford F250 Crew Cab Pick up 4X4	2017	Ford	1
16-416	Ford F350 Flatbed - 6.2L V8	2016	Ford	1
420	Ford F350 Flatbed - 6.2L V8	2015	Ford	1
424	Ford F350 Flatbed - 6.2L V8	2015	Ford	1
18-425	Ford F350 4X4 Tow-Fuel	2018	Ford	1
16-426	Ford F150 Pickup 5.0L 4x4	2016	Ford	1
16-429	Ford 1 Ton 6.2L Dump Truck	2016	Ford	1
430	Ford E250 - Cargo Van	2006	Ford	1
447	Ford F250 Pickup 5.4L	2006	Ford	1
451	Ford F250 Pickup 5.4L	2004	Ford	1
400	Ford F550 Water Truck	2008	Ford	1
401	Ford F350 Flatbed 6.2 L	2015	Ford	1
406	Ford F250 Pickup 5.4L	2007	Ford	1
15-409	Ford F150 Pickup 5.0L	2014	Ford	1
410	Ford F150 4x4 Pickup 4.6L SuperCrew	2003	Ford	1
15-422	Ford F150 Pickup 5.0L	2015	Ford	1
432	Ford F250 Pickup 5.4L	2003	Ford	1
435	Ford F350 6.2L - Utility Truck	2015	Ford	1
438	Ford F250 6.2L - Utility Truck	2015	Ford	1
497	Ford F250 Pickup 5.4L	2007	Ford	1
453	GMC Dumpster C7500 - Diesel	2009	GMC	1
16-454	Ford F150 5.0L Pickup	2016	Ford	1
15-460	Ford F150 Pickup 6.8L	2015	Ford	1
468	Ford F150 4.6L Pickup	2010	Ford	1



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
469	Ford F150 5.0L Pickup	2013	Ford	1
484	Ford F350 Shop Truck Pickup 6.8L	2006	Ford	1
495	Ford F650 Dumpster	2015	Ford	1
15-383	Ford Escape SE 4WD	2016	Ford	1
18-384	Ford F250 LB liftgate 4x4 crew	2018	FORD	1
388	Jeep Liberty 3.7L	2007	CHY	1
21	Ford F150 Pickup 4.6L	2003	Ford	1
22	Ford Escape 2.5L SUV	2012	Ford	1
17-167	Ford F250 Pickup 4X4 Crew Cab	2017	Ford	1
17-52	Chevy Silverado	2017	CHV	1
55	Ford F250 6.8L V10 Marine Pickup	2009	Ford	1
17-58	Promaster VAN	2017	Dog	1
70	GMC Sierra 1500 5.3L V8	2015	GMC	1
80	Ford Command Post	1991	Ford	1
84	Ford E250 Econoline - Cargo Van	2004	Ford	1
90	Ford Taurus 3.5L V6	2013	Ford	1
47	GMC Sierra 1500 Pickup 5.3L	2006	GMC	1
151	Ford F150 Pickup 4.2L	2004	Ford	1
155	Ford F350 Pickup - 6.0L	2005	Ford	1
17-174	Toyota Prius	2017	TOY	1
204	Toyota Prius 1.8L - Hybrid	2013	TOY	1
216	Toyota Prius 1.8L - Hybrid	2013	TOY	1
18-209	Ford F150 X-tra cab 4x4	2018	Ford	1
210	Ford F150 Pickup 5.0L	2013	Ford	1
18-213	Chevy Traverse AWD	2018	CHV	1
217	Ford Transit Van	2013	Ford	1
219	Ford F350 Crane Truck 6.8L	2008	Ford	1
231	Ford F450 Utility Truck w/ Pipe Rack	2015	Ford	1
232	Ford F150 Pickup 5.0L	2011	Ford	1
233	Ford E450 Camera/TV Van	2012	Ford	1
234	Ford F350 Crane Truck 6.2L V8	2011	Ford	1
16-235	Chevy Silverado C1500 5.3L Pickup	2016	CHV	1
238	Ford F150 Pickup 4.6L V8	2010	Ford	1
18-239	Ford F350 DRW crane work body 4x4	2018	Ford	1
240	Ford F350 4x4 w/ Dump Body	2011	Ford	1
17-243	Ford F150 Pickup	2017	Ford	1
244	Ford F150 Pickup 5.0L	2011	Ford	1
258	Ford F150 Pickup 3.7L V8	2012	Ford	1
281	Toyota Prius 1.8L - Hybrid	2013	TOY	1



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
17-311	Ford F250 Utility Crane Truck	2017	Ford	1
317	Ford F250 Pickup 5.4L	2006	Ford	1
326	Ford F250 Pickup 5.4L	2015	Ford	1
200	Ford F350 Crane Truck 6.8L	2002	Ford	1
215	Ford F150 Pickup 4.6L V8 4x4	2004	Ford	1
17-251	Ford F250 Pickup 6.2L	2017	Ford	1
257	Ford F150 Pickup 4.6L V8	2005	Ford	1
17-260	Ford F450 Boom with Crane	2017	FORD	1
264	Ford F250 5.4L V8 Utility 4x4	2004	Ford	1
286	Ford F150 4.6L V8 Pickup	2007	Ford	1
288	Ford F150 4.6L V8 Pickup	2008	Ford	1
289	Ford F150 4.6L V8 Pickup	2008	Ford	1
290	Ford Explorer 3.5L	2011	Ford	1
291	Ford F150 4.6L V8 Pickup 4x4	2009	Ford	1
314	Ford F250 5.4L V8 Pickup	2006	Ford	1
324	Ford E250 - Cargo Van	2013	Ford	1
325	Ford F450 Crane Truck - Diesel	2013	Ford	1
18-366	Chevy Equinox 1.5	2018	CHV	1
16-362	Ford Escape 2.5L SUV	2017	Ford	1
369	Ford Escape 2.5L SUV	2013	Ford	1
18-371	Chevy Equinox 1.5	2018	CHV	1
372	Ford Escape 2.5L SUV	2012	Ford	1
373	Ford Escape 2.5L SUV	2012	Ford	1
375	Ford Escape 2.5L SUV	2015	Ford	1
376	Ford Escape 2.5L SUV	2015	Ford	1
15-378	Ford Escape 2.5L SUV	2016	Ford	1
17-378	Ford Escape 2.5L SUV	2017	Ford	1
15-361	Toyota Prius 1.8L - Hybrid	2015	TOY	1
15-364	Toyota Prius 1.8L - Hybrid	2015	TOY	1
17-370	Chevy Equinox 2.4	2017	CHV	1
223	Caterpillar Loader w/ Forks	2015	Cat	2
250	Case 584 Forklift	1977	Case	2
18-413	Caterpillar mini track hoe 303.5E	2018	CAT	2
414	Ford Tandem Dump Truck	1985	Ford	2
423	New Holland 4WD Tractor/Loader	2013	NH	2
17-403	Ram 3500 50' Tree Bucket	2016	DODGE	2
418	Vermeer BC1000XL Brush Chipper	2013	Ver	2
18-444	Peterbuilt/Peterson Grapple tk	2019	PET	2
282	Yale Forklift	2001	YALE	2



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
18-455	International Claw Truck	2018	INT	2
485	Sterling Claw & Load Grapppler	2007	STE	2
493	Ford F750 6.7L Claw Grapppler- Diesel	2013	STE	2
211	John Deere Tractor 6615	2005	JD	2
17-261	Caterpillar Backhoe	2017	CAT	2
11	New Holland Tractor TM-130	2007	NH	2
16	New Holland Tractor TM-130B	2007	NH	2
17	Ford F450 Boom Truck 6.4L	2008	Ford	2
23	Presto Lift Forklift M/N# C62A-1000	2013	PRE	2
25	John Deere Tractor Boom 5075M	2014	JD	2
224	Ford - New Holland Skid Steer Loader	1984	NH	2
241	Yanmar Mini Excavator	2014	YAN	2
246	Case Backhoe 590SM	2001	CAS	2
259	International 7400 Dump Truck- Diesel	2003	IH	2
282	Yale Fork Lift	2001	YAL	2
312-B	Nissan Forklift 50 -	2014	UNI	2
315	Komatsu Mini Excavator - Diesel	2006	KOM	2
327	Case Backhoe 590SN	2015	CSE	2
248	Sterling Boom M7500 - Diesel	2001	STE	2
209	New Holland Tractor 7740L4	1996	NEH	2
214	Case-Trekker Skid Steer Loader	2012	TRE	2
265-A	Mack Semi Truck	2003	MAC	2
	Fruehauf Trailer/TKO-F2-W 6500			
265-B	Tanker	1991	FRU	2
318	Yale Forklift GC050VX	2006	YAL	2
458	Mack Front Loader Truck	2010	MAC	3
-464	NEW FRONT LOADER			3
-466	NEW SIDE LOADER			3
18-467	Mack Front Loader EZ pack	2018	Mack	3
17-470	Mack LR613	2017	MAC	3
470	Mack Front Loader EZ Pack	2006	MAC	3
15-471	Mack Leu613 Front Loader	2015	MAC	3
15-472	Mack Leu613 Front Loader	2016	MAC	3
473	Mack Front Loader EZ Pack 12.0L	2006	MAC	3
479	Crane Carrier Roll Off	2000	CCC	3
481	Mack Front Loader EZ Pack 40 Yd	2011	MAC	3
486	Lodal EVMAG20 Side Loader	2011	Lod	3
487	Lodal EVOMAG20 Side Loader	2015	Lod	3
488	Lodal EVOMAG20 Side Loader - Diesel	2012	Lod	3



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
490	Mack Front Loader Truck	2013	MAC	3
491	Mack Front Loader Truck	2013	MAC	3
17-494	Crane Carrier Front Loader	2017	CCC	3
494	Mack Roll - Off Truck	2015	MAC	3
496	Mack Front Loader Truck	2015	MAC	3
456	Mack Rolloff - Diesel	2013	MAC	3
459	Mack Rolloff	1996	MAC	3
461	Crane Carrier ISC285 Recycle	2005	CCC	3
462	Crane Carrier Recycle 8.3L - Diesel	2011	CCC	3
463	Crane Carrier EZ Pack Roll Off	2002	CCC	3
475	Crane Carrier Recycle 8.3L - Diesel	2011	CCC	3
476	Crane Carrier Recycle Let2-40 - Diesel	2010	CCC	3
477	Crane Carrier Recycle Let2-40	2010	CCC	3
478	Crane Carrier Recycle Let2-40	2010	CCC	3
363	Gradall XL3100	2004	GRA	3
15-437	International Sweeper DuraStar 4300	2015	IH	3
	Alamo/McConnel Slope Mower			
16-B	PA4745	2015	ALA	3
150	Military M35A2 Brush Truck	1987	AM	3
	Stuart Stevenson M1078 Brush/Hi-			
17-150	Water	1997	SSC	3
18-34	Chevy Tahoe unmarked	2018	CHV	4
17-35	Ford Explorer unmarked	2017	FORD	4
18-36	Chevy Tahoe Patrol 5.3 V8	2018	CHV	4
18-37	Chevy Tahoe Patrol 5.3 V9	2018	CHV	4
18-38	Chevy Tahoe Patrol 5.3 V10	2018	CHV	4
50	Toyota Sienna 3.5L	2014	TOY	4
16-51	Chevy Tahoe 5.3L V8	2016	CHV	4
53	Ford Taurus 3.7L V6	2013	Ford	4
54	Ford Explorer 3.7L V6	2013	Ford	4
57	Chevy Tahoe 5.3L V8	2014	CHV	4
59	Ford Taurus 3.5L V6	2013	Ford	4
17-60	Chevy Tahoe 5.3L V8	2017		4
62	Crown Victoria 4.6L V8	2011	Ford	4
15-63	Chevy Tahoe 5.3L V8	2015	CHV	4
65	Crown Victoria 4.6L V8	2011	Ford	4
16-66	Chevy Tahoe 5.3L V8	2016	CHV	4
67	Chevy Tahoe 5.3L V8	2009	CHV	4
16-68	Chevy Tahoe 5.3L V8	2016	CHV	4



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
16-69	Chevy Tahoe 5.3L V8	2016	CHV	4
71	Ford Explorer 3.7L V6	2014	Ford	4
17-72	Chevy Tahoe 5.3L V8	2017		4
73	Ford Explorer 3.7L V6	2010	Ford	4
74	Toyota Highlander 3.5L V6	2015	TOY	4
75	Chevy Impala 3.9L V6	2009	CHV	4
76	Ford Explorer 4.0L V6	2010	Ford	4
78	Ford Explorer 3.7L V6	2014	Ford	4
15-79	Chevy Tahoe 5.3L V8	2015	CHV	4
82	Chevy Tahoe 5.3L V8	2014	CHV	4
15-83	Chevy Tahoe 5.3L V8	2015	CHV	4
16-85	Chevy Tahoe 5.3L V8	2016	CHV	4
86	Ford Explorer 3.7L V6	2013	Ford	4
15-89	Chevy Tahoe 5.3L V8	2015	CHV	4
91	Ford Explorer 3.7L V6	2013	Ford	4
93	Chevy Impala 3.6L V6	2014	CHV	4
17-96	Ford Taurus unmarked	2017	Ford	4
18-152	Chevy Tahoe AWD	2018	CHV	4
159	Ford Explorer 3.5L V6	2013	Ford	4
172	Chevy Tahoe 5.3L	2011	CHV	4
	Freightliner Boom/Bucket Truck -			
15-404	Diesel	2015	FRE	5
17-153	Pierce Contender	2017	PRC	5
154	Pierce Contender #E53	2004	PRC	5
-156	new fire truck			5
161	Pierce Contender #E52	2006	PRC	5
173	Pierce Velocity Aerial Ladder Truck 51	2008	PRC	5
252	Freightliner Vac Con Vacuum Truck	2015	FRE	5
256	Sterling Vacuum Truck	2009	STE	5
92-A	"Hombre" ATV Trailer	2003	EME	PM T
405	Hammerhead Trailer 12' 1 Axl	2004	HAM	PM T
18-407	Genie AWP 30S	2018	GEN	PM T
17-412	BigTex equip trailer 14K 18'	2017	BTX	PM T
18-415	SPAULDING 2 TON TACK/HOT BOX	2017	SPA	PM T
16-202	Fidelity Trailer Generator	2016	FID	PM T
17-402	Big Tex Trailer 10' 1AXL	2017	BTX	PM T
16-405	Texas Trailer 20' 2AXL	2016	TEX	PM T
16-443	Texas Trailer 20' 2AXL	2016	TEX	PM T



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
6	Anderson TU-348 Utility Trailer w/ Gate	2000	AND	PM T
15-43	Genie Scissor Lift - GS2046	2015	GNI	PM T
18-31	Big Tex Trailer 12' single axle	2018	BTX	PM T
15-48	Wanco Portable Light Trailer	2015	WAN	PM T
49-A	Brewer Trailer	2000	BRE	PM T
77-A	Magic Trailer Boat Trailer	2003	MAG	PM T
87-A	Midwest Trailer	1997	MID	PM T
88	MPH Trailer	1998	MPH	PM T
95	Express Trailer	2004	EXP	PM T
97-A	Intrepid Boat Trailer	2009	INT	PM T
99	Express Trailer	2007	EXP	PM T
15-801	K & K Message Display Trailer	2015	KKY	PM T
15-802	K & K Message Display Trailer	2015	KKY	PM T
163	Loadmaster Whaler Boat Trailer	2012	LOA	PM T
166	Jet Ski Trailer	2015		PM T
168	Wells Cargo Trailer	1993	WEL	PM T
171	Emerson "Hombre" ATV Trailer	2000	EME	PM T
15-803	K & K Message Display Trailer	2015	KKY	PM T
201	Ameda Light Tower	1986	MAG	PM T
242	Loadtrail Trailer	2014	LOA	PM T
292	Cargo Trailer	2006	CGO	PM T
294	Felling Skid Steer Trailer FT-10W	2001	FEL	PM T
236-A	mounted on JRS - JR3 Custom Trailer	2006	JRS	PM T
301	Norris Trailer	1995	NOR	PM T
310	Superior Generator 150R151 ON TRAILER	2003	SUP	PM T
306	Homemade Trailer (for Chlorine)	1997	HOM	PM T
18-332	Blue Star 100KW Generator - on trailer	2018	BS	PM T
253	Generac Portable Generator w/ Trlr	2001	GEN	PM T
255	Econoline 7 Ton 21' Trailer	2012	ECO	PM T
313	Kohler Generator w/ Trailer-20REOZIB	2006	KOH	PM T
207	Honda Generator EM-3000	1983	HON	PM O
341	TK Concrete Mixer #CM9	2013	TK	PM O
362-B	MISC Saws and Cutters	MISC	MISC	PM O
-465	NEW CROTTO CAN			PM O
-474	New Cruotto Can			PM O
500	Carry Compressor	2015	Car	PM O
11-A	Bush Hog 20' Rotary Mower	2008	BH	PM O



UNIT#	MAKE/MODEL	YEAR	MFR	CLASS
12	Generac Generator 150kw	1986	GNC	PM O
16-A	Bush Hog 15' Rotary Mower	2008	BH	PM O
24	IPC Eagle Floor Sweeper	2013	IPC	PM O
25-A	Bush Hog 10' Rotary Mower	2004	BH	PM O
16-44	Mi-T-M Water Truck	2016	MIT	PM O
203	Stihl 14" Cut Off Saw TS760	2003	STI	PM O
226	Wacker 3" Mud Pump PDT3A	2002	WHK	PM O
229	Partner Hydraulic Power Saw	1999	PAR	PM O
245	Stow 18" Street Saw	2001	STO	PM O
254	3" Mud Hog Pump PD3	2007	MUD	PM O
261	Wacker 3" Mud Pump PDT3A	2003	WHK	PM O
262	Stihl 14" Cut Off Saw TS760	2002	STI	PM O
263	CH&E 3" Mud Hog 5535WT	1997	MUD	PM O
268	CH&E 3" Mudhog Pump	1997	CHE	PM O
271	Stihl Chain Saws- hand tools	1992	STH	PM O
274	Wacker Compactor BS60Y	1995	WAC	PM O
279	Partner Hydraulic Power Saw	1998	PAR	PM O
287	20" Bar Stihl Chain Saw	2007	STI	PM O
293	Wacker 3" Mud Pump PDT3A	2001	WAC	PM O
300	Stihl 14" Cut Off Saw TS760	2002	STI	PM O
312-A	2" Dayton Pump w/ 3.5 HP engine	2000	DAY	PM O
316	Hoop Trailer w/ pull-up ramps	2006	HOO	PM O
319	Partner Hydraulic Saw	2007	PAR	PM O
320	Partner Hydraulic Power Unit	2007	PAR	PM O
323	EH Wachs Valve Exerciser-Trailer Mounted	2007	B&S	PM O
351	CH&E Mud Hog 4" Pump 5AMG1V	1983	MUD	PM O
277	Honda Generator EB3500	1997	HON	PM O
303	Sears Portable Generator	1978	SES	PM O
308	Honda Generator EM650	1997	HON	PM O
310-A	Coleman PowerMate 8750 Generator	2005	COL	PM O
12-324-A	mounted on ZBM Dual Axle Trailer	2011	ZBM	PM O
205	Sykes 8" Suction/Discharge Pump	1993	SYK	PM O
247	Gorman Rupp Suction/Discharge Pump	2001	GOR	PM O
18-247	Thompson 6" Head Pump	2018	TMP	PM O
285	DynaPrime 6" Suction/Discharge Pump	2001	DYN	PM O
16-287	Pipehunter 300Gal Vacuum Tank & Trailer	2016	PIP	PM O
END OF SECTION				



FLEET MAINTENANCE and RELATED SERVICES

Respondents must complete the following Cost Proposal Form.

We, the undersigned, propose to furnish Fleet and Equipment Maintenance Services to the City, Mondays through Fridays, excepting legal holidays, pursuant to the Award of the Contract with the “Notice for Request for Proposal” for the amount of \$ _____, as set out in the general categories below:

<u>CLASS</u>	<u>FIRST-YEAR COST</u>
TOTAL CLASS 1:	
TOTAL CLASS 2:	
TOTAL CLASS 3:	
TOTAL CLASS 3:	
TOTAL CLASS 4:	
TOTAL CLASS 5:	
TOTAL TRAILERS:	
TOTAL OTHER EQUIPMENT:	
TOTAL ESTIMATED FIRST YEAR COST	

The price shall be required to be firm for the Contract period. The Award of the Contract will be made to the most responsive and responsible respondent in accordance with the criteria outlined in Section 10 of this document to the Request for Proposal. The City of Venice reserves the right to reject any and all proposals, waive minor irregularities, consider minor variations to specifications that are clearly detailed, and to accept the lowest or best proposal combination which appears to be in the best interest of the City.

The undersigned agrees, should this proposal be accepted, to execute the form of the Contract and present the same to the City of Venice within the (30) days after being notified of the awarding of the Contract.



CLASS 1				
ADMINISTRATIVE CARS, VANS, UTILITY VEHICLES, LIGHT TRUCKS (one ton and under), SHALL RECEIVE PM'S IN ACCORDANCE AS FOLLOWS: (NOTE) These light class vehicles are to have a six (6) hour maximum down time for PM-A and PM- B if dropped off according to the schedule				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM – A	5,000 miles, or six (6) months, whichever occurs first	96 ea.		
PM – B	every twelve (12) months, one year	96 ea.		
PM – C	every three (3) years	32 ea.		
LABOR RATE FOR NON- ROUTINE SERVICE		500 hrs.		
PERCENTAGE MARK-UP ON PARTS & MATERIALS		\$10,000		
TOTAL CLASS 1:				

CLASS 2				
TRUCKS OVER 1 TON – BUCKET/BOOM & VACTOR TYPE EQUIPMENT HEAVY EQUIPMENT-SPECIAL- BRUSH, AND OFF-ROAD PM B will include operation test of all truck or equipment operations and functions and hydraulic hose and cylinder inspections				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM – A	5,000miles or 200 hours, or six (6) months, whichever occurs first	32 ea.		
PM – B	every twelve (12) months, one year	32 ea.		
PM – C	every three (3) years	10 ea.		
LABOR RATE FOR NON- ROUTINE SERVICE		300 hrs.		
PERCENTAGE MARK-UP ON PARTS & MATERIALS		\$6,000		
TOTAL CLASS 2:				



CLASS 3				
<u>TRUCKS, SANITATION, (GARBAGE), PACKERS:</u>				
PM A will include clean out and blade, arm, cable, and hose inspection				
PM B will include inspection of all hydraulic cylinders				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM – A	5,000 miles or 200 hours, or four (4) months, whichever occurs first	32 ea.		
PM – B	every twelve (12) months, one year	32 ea.		
PM – C	every three (3) years	10 ea.		
LABOR RATE FOR NON- ROUTINE SERVICE		300 hr.		
PERCENTAGE MARK-UP ON PARTS & MATERIALS		\$6,000		
TOTAL CLASS 3:				

CLASS 4				
<u>POLICE PATROL UNITS AND FRONT LINE EMERGENCY UNITS</u>				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM – A	6,000 miles, or four (4) months, whichever occurs first	37 ea.		
Safety Inspection- every two (2) months between PM-A		37 ea.		
PM – B	every twelve (12) months, one year	37 ea.		
PM – C	every three (3) years	12 ea.		
LABOR RATE FOR NON- ROUTINE SERVICE		500 hr.		
PERCENTAGE MARK-UP ON PARTS & MATERIALS		\$10,000		
TOTAL CLASS 4:				

CLASS 5				
<u>FIRE APPARATUS- PUMPER TRUCKS,</u>				
PM B will include operation test of all equipment and functions hydraulic hose and cylinder inspections				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM – A	5,000 miles or 200 hours, or four (4) months, whichever occurs first	14 ea.		
PM – B	every twelve (12) months, one year	7 ea.		
PM – C	every three (3) years	3 ea.		
LABOR RATE FOR NON- ROUTINE SERVICE		450 hr.		



PERCENTAGE MARK-UP ON PARTS & MATERIALS		\$8000		
TOTAL PUMPER TRUCKS:				
<u>LADDER TRUCK(S)</u>				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM – A	5,000 miles or 200 hours, or four (4) months, whichever occurs first	1 ea.		
PM – B	every twelve (12) months, one year	1 ea.		
PM – C	every three (3) years	1 ea.		
LABOR RATE FOR NON- ROUTINE SERVICE		50 hr.		
PERCENTAGE MARK-UP ON PARTS & MATERIALS		\$2,000		
TOTAL LADDER TRUCKS:				
TOTAL CLASS 5:				

TRAILERS				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM - T	Trailer Every 12 months, (1) year with brakes	10 ea.		
PM - T	Trailer Every 12 months, (1) year W/O brakes	28 ea.		
TOTAL TRAILERS:				

OTHER EQUIPMENT				
Service	Frequency	Qty.	Unit Cost	Extended Cost
PM - O	Other Equipment Every 12 Month, (1) year	42 ea.		
TOTAL OTHER EQUIPMENT:				

<u>MAXIMUM COSTS OF SPECILIATY SERVICES</u>				
Service	Frequency			Maximum Cost
DEF COMPUTERIZED REGEN Max Cost				
A/C TEST Max Cost				
SHUTTLE TO LOCAL DEALERSHIPS FOR RECALLS				
COMPUTER DIAGNOSTICS Max Cost				



<u>MAXIMUM INSPECTION COST</u>				
Service	Frequency			Maximum Cost
CLASS 1&4				
CLASS 2				
CLASS 3				
CLASS 4				
CUROTTO CANS				



APPENDIX



***SEALED REQUEST FOR PROPOSALS
CITY OF VENICE, FLORIDA
FLEET MAINTENANCE and RELATED SERVICES- RFP # 3078-18***

QUALIFICATIONS STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

SUBMITTED TO: CITY OF VENICE
Procurement Manager
401 W. Venice Avenue Room # 204
Venice, Florida 34285

CHECK ONE:

- ☐ Corporation
☐ Partnership
☐ Individual
☐ Joint Venture
☐ Other

SUBMITTED BY:

NAME: _____

ADDRESS: _____

PRINCIPLE OFFICE: _____

1. State the true, exact, correct and complete legal name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: _____

The address of the principal place of business is: _____

2. If the Proposer is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's Name: _____
- d. Vice President's Name: _____
- e. Secretary's Name: _____
- f. Treasurer's Name: _____
- g. Name and address of Resident Agent: _____

3. If Proposer is an individual or partnership, answer the following:

a. Date of Organization: _____

b. Name, address and ownership units of all partners: _____



- c. State whether general or limited partnership: _____
4. If Proposer is other than an individual, corporation, partnership, describe the organization and give the name and address of principals:
- _____
- _____
- _____
- _____
5. If Proposer is operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.
6. How many years has your organization been in business under its present business name?
- _____
- _____
- a. Under what other former names has your organization operated?
- _____
- _____
- _____
- _____

ACKNOWLEDGEMENT

State of _____ }
County of _____ } SS.

On this the _____ day of _____, 2018, before me, the undersigned Notary Public of the State of _____, personally appeared _____ and (Names of individual(s) who appeared before Notary) whose name(s) in/are subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or type as
commissioned)

☐ Personally known to me, or ☐ Produced Identification: _____ ☐ DID take an oath, or ☐ DID NOT take an oath



**CONTRACTOR'S STATEMENT OF
SUB-CONTRACTORS TO BE USED FOR THIS WORK**

NAME OF CONTRACTOR: _____

BUSINESS ADDRESS: _____

LIST SUBCONTRACTORS TO BE USED IN THE PROJECT:

(1) Company Name: _____

Address: _____

Telephone: _____ Phase of Work Sublet: _____

(2) Company Name: _____

Address: _____

Telephone: _____ Phase of Work Sublet: _____

(3) Company Name: _____

Address: _____

Telephone: _____ Phase of Work Sublet: _____

(4) Company Name: _____

Address: _____

Telephone: _____ Phase of Work Sublet: _____



STAFF EXPERIENCE

FIRM NAME: _____

FEDERAL ID NUMBER: _____

Prime Role	Name	No. of Years Experience	Education, Certifications, Degree(s)
Principle-in-Charge			
Garage Manager			
Service Manager			
Mechanic			
Mechanic			
Mechanic			
Mechanic			
Mechanic			
Mechanic			
Other Key Member			
Other Key Member			
Other Key Member			



HOW DO I DETERMINE “LOCAL PREFERENCE”

The following questions will help you determine local preference for your company.
Please answer questions 1 through 4 **FIRST**. If you answer **NO** to any questions 1 through 4, local preference does **NOT** apply.
ONLY if you answer **YES** to questions 1 through 4, may you proceed to question 5.
If you answer **YES** to any questions 5 through 7, local preference applies.
If you are unsure of how to answer any questions, please contact the City of Venice’s Purchasing Department at 941-486-2626.

Questions 1 – 4

1. Have you paid a local business tax either to Sarasota, DeSoto or Charlotte County (Manatee County does not have a local business tax) authorizing your company to provide goods or services described in this solicitation ?

YES ☐ If “yes”, proceed to question 2.

NO ☐ If “no”, **STOP, local preference does not apply.**

* If the name on the local business tax receipt is not the same as the name on the bid/solicitation submittal, local preference does not apply.

2. Does your company maintain a permanent physical business address located within the limits of Sarasota, Manatee, DeSoto or Charlotte County ?

YES ☐ If “yes”, proceed to question 3.

NO ☐ If “no”, **STOP, local preference does not apply.**

3. Does your local business office (identified in question 2) have a least one full time employee ?

YES ☐ If “yes”, proceed to question 4.

NO ☐ If “no”, **STOP, local preference does not apply.**

4. Do at least fifty percent (50%) of your company employees who are based in the local business location (identified in question 2) reside within Sarasota, Manatee, DeSoto or Charlotte County ?

YES ☐ If “yes”, proceed to question 5.

NO ☐ If no, **STOP, local preference does not apply.**



Questions 5 – 6

5. Is your local business office (identified in question 2) the primary location (headquarters) of your company?

YES ☐ If “yes”, **STOP, local preference applies.**

NO ☐ If “no”, proceed to question 6.

6. If the local business office (identified in question 2) is not the primary location of your company, are at least ten percent (10%) of your company’s entire full-time employees based at the local office location and at least one corporate officer, managing partner or principal owner of the company reside in Sarasota, Manatee, DeSoto or Charlotte County ?

YES ☐ If “yes”, **STOP, local preference applies**

NO ☐ If “no”, local preference does not apply.



NON-COLLUSION AFFIDAVIT

State of _____ }
County of _____ } SS.

_____ being first duly sworn deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____ the Proposer that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal Work.

Signed, sealed and delivered
in the presence of:

By: _____

(Printed Name)

(Title)

ACKNOWLEDGEMENT

State of _____

County of _____

On this the _____ day of _____, 2018, before me, the undersigned Notary Public of the State of _____, personally appeared _____ and (Names of individual(s) who appeared before Notary) whose name(s) in/are subscribed to within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or type as commissioned)

☐ Personally known to me, or ☐ Produced Identification: _____ ☐ DID take an oath, or ☐ DID NOT take an oath

THIS PAGE MUST BE COMPLETED & SUBMITTED WITH OFFER



PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the State of Florida's convicted vendor list following a conviction for a public entity crime may not submit an RFP proposal on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for services in the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Offeror, supplier, Sub-Offeror, or Offeror under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in **Section 2876.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.**

I, _____, being an authorized representative of the firm of _____, located at City: _____
State: _____ Zip: _____, have read and understand the contents of the Public Entity Crime Information and of this formal RFP package, hereby submit our proposal accordingly.

Signature: _____

Date: _____

Phone: _____

Fax: _____

Federal ID#: _____



DRUG FREE WORKPLACE

Preference shall be given to business with drug-free workplace programs. Whenever two or more RFPs, which are equal with qualifications and service, are received by the City for the procurement of commodities or contractual services, an RFP received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, your firm shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under a RFP, a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under RFP, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Concur _____

Variance _____

Date

Offeror's Signature



INDEMNIFICATION/HOLD HARMLESS

The elected firm shall (if required by City) defend, indemnify and hold the City, the City's representatives or agents, and the officers, directors, agents, employees, and assigns of each harmless for and against any and all claims, demands, suits, judgments, damages to persons or property, injuries, losses or expenses of any nature whatsoever (including attorneys' fees at trial at appellate level) arising directly or indirectly from or out of any negligent act or omission of the elected firm, its Sub-Offerrors and their officers, directors, agents or employees; any failure of the elected firm to perform its services hereunder in accordance with generally accepted professional standards; any material breach of the elected firm's representations as set forth in the proposal or any other failure of the elected firm to comply with the obligations on its part to be performed under this contract.

Concur _____

Variance _____

I, _____, being an authorized representative of the firm of _____ located at

City _____, State _____, Zip Code _____

Phone: _____ Fax: _____. Having read and understood the contents above, hereby submit accordingly as of this Date, _____, 2018.

Please Print Name

Signature

This signed document shall remain in effect for a period of one (1) year from the date of signature or for the contract period, whichever is longer.



WHO MUST FILE THIS STATEMENT

INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS (Required by 112.313(12)(b) Fl. Stat. (1983))

THIS PAGE MUST BE COMPLETED & SUBMITTED WITH OFFER



PROPOSAL BOND

****Not to be completed if a certified check is submitted with proposal.***

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned,

_____ as Principal, and _____

as Surety are held and firmly bound unto the City of Venice, Florida, in the sum of **Twenty-Five Thousand Dollars- \$25,000.00**, for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that if the attached Proposal of Principal and Surety for work specified as:

all as stipulated in said Proposal, by doing all work incidental thereto, in accordance with the plans and specifications provided heretofore, all within Sarasota County, is accepted and the bidder shall within ten (10) days after notice of said award, enter into a contract, in writing, and furnish the required Performance Bond with surety or sureties to be approved by the Director of Purchasing, this obligation shall be void; otherwise the same shall be in full force and virtue by law and the full amount of this Proposal Bond will be paid to the City as stipulated or liquidated damages.

Signed this _____ day of _____, 2018

Principal

Surety

Principal must indicate whether corporation, partnership, company, or individual.

The person signing shall, in his own handwriting, sign the Principal's name, his own name, and his title. The person signing for a corporation must, by affidavit, show his authority to bind the corporation.



CONFLICT/NON CONFLICT OF INTEREST AND LITIGATION STATEMENT

CHECK ONE

☐ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients, contracts, or property interest for this project.

OR

☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

IN FLORIDA ONLY, JUDGMENTS AGAINST THE FIRM, AND SUITS AGAINST CITY OF VENICE. INCLUDE ACTIONS AGAINST THE FIRM BY OR AGAINST ANY LOCAL, STATE, OR FEDERAL REGULATORY AGENCY.

CHECK ONE

☐ The undersigned firm has had no litigation adjudicated against the firm on any projects in the last five (5) years and has filed no litigation against City of Venice in the last five (5) years.

OR

☐ The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation in Florida adjudicated against the firm during the past five (5) years; all legal actions against City of Venice during the past five (5) years; and actions by or against any Federal, State and local agency during the past five (5) years.

Company Name: _____

Authorized Signature: _____

Name (print or type): _____

Title: _____

Failure to check the appropriate blocks above may result in disqualification of your proposal. Failure to provide documentation of a possible conflict of interest, or a summary of past litigation, may result in disqualification of your proposal. Should additional information regarding the above items come to the attention of City of Venice after award, the awarded contract shall be subject to immediate termination.



IMMIGRATION STATUS AFFIDAVIT

Contractor agrees that it shall confirm the employment eligibility of all employees through participation in E-verify or an employment eligibility program approved by the Social Security Administration and will require same requirement to confirm employment eligibility of all sub-contractors. Contractor acknowledges and certifies that any person assigned to perform services hereunder meets the employment eligibility program requirements of the State of Florida and the United States of America.

I certify that the company shown below is in compliance and that I am authorized to sign on its behalf.

RFP or Bid # **3078-18**

Business Name: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

I, _____ (print name), the _____

(title) of _____ (firm name) swear or affirm that all the information on this affidavit and submitted with this bid or proposal is true, and that I am authorized to complete this affidavit on behalf of the firm.

Signature: _____ Date: _____

Notary:

The foregoing affidavit was subscribed and sworn to before me on this _____

day of _____, 2018.

SEAL

Notary Public: _____

Commission Expires: _____



STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to: City of Venice, Purchasing Department, Room # 204, 401 West Venice Avenue, Venice, Florida 34285.

Failure to respond may result in deletion of Proposer's name from the qualified bidder's list for the City of Venice.

COMPANY NAME: _____

ADDRESS/CITY/STATE: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____

DATE: _____

We, the undersigned have declined to bid on your Bid No. **3078-18** for the following reasons:

Specifications - too tight, unable to meet, not clear _____

Insufficient time to respond to Invitation to Bid _____

We do not offer this product or an equivalent _____

Our schedule would not permit us to perform _____

Unable to meet insurance or bond requirements
(specify requirements below) _____

Other (specify below) _____

REMARKS: _____



REQUIRED FORMS LIST

Each respondent shall return the required information forms as attached:

- Pages from Section 8-“Preventive Maintenance Schedules”
- Cost Proposal Form- provided at the end of Section 13- “Vehicle and Equipment Listing”
- Qualification Statement
- Contractor’s Statement of Sub-Contractors
- Staff Experience Form
- “Local Preference” Form
- Non-Collusion Affidavit
- Public Entity Crime Information
- Drug Free Workplace
- Indemnification/Hold Harmless
- Form 3A- Interest in Competitive Bid for Public Business
- Proposal Bond
- Conflict/Non-Conflict of Interest and Litigation Statement
- Immigration Status Affidavit
- Statement of “No Bid” (if applicable)

All required forms are included in this package. All forms must be filled out and returned with the firm’s proposal.

Failure to do so will result in the firm being considered non-responsive and their proposal will be disallowed.

CITY OF VENICE PROCUREMENT- FINANCE DEPARTMENT

401 W. VENICE AVE. - ROOM # 204
VENICE, FL. 34285
(941) 486-2626
FAX (941) 486-2790

ADDENDUM NO. 1

Date: October 25, 2018

To: All Prospective Proposers

Re: RFQ 3078-18 Fleet Maintenance and Related Services

This addendum sets forth changes and/or information as referenced and is hereby made part of and should be attached to the subject Contract Documents. Receipt of this Addendum shall be acknowledged below and in the submitted proposal. It shall be the responsibility of each proposer, prior to submitting a proposal, to contact the City of Venice- Procurement- Finance Department to determine if addenda were issued and to make such addenda a part of their proposal.

The following is to clarify and provide additional information requested during the pre-proposal meeting held on October 16, 2018 at 2:00 P.M.

Peter Boers, Procurement Manager, opened the meeting stating that today's meeting is a MANDATORY pre-proposal meeting for RFP 3078-18 Fleet Maintenance and Related Services. In order for your Proposal to be considered, someone from your firm must have signed in.

1. **Important dates: Proposals** are due November 5, 2018 at 2:00 p.m. at City Hall room #204. Proposals are to be delivered to Suite 204 in City Hall. The bid opening will take place in the Community Hall (room #114). There will be no public opening, but a list of the Proposals received will be posted shortly after the due date.
2. All questions must be submitted in writing to pboers@venicegov.com. The Cut-Off for questions will be October 26, 2018 at 1:00 PM
3. A Proposal Bond or Bid Security in the amount of \$25,000 is required with your submittal
4. Mr. Boers advised the bidders to read *Section 1 General Terms & Conditions*, but made note of the following Articles.
5. Article 2 Contact – Questions, Concerns regarding this RFP must be addressed to the Procurement Manager.
6. Article 16 Local Preference – Local Preference is applicable to this solicitation.

7. Article 20 Insurance - Insurance Requirements.
 - a. General Liability -\$1,000,000 per occurrence/1,000,000 aggregate
 - b. Business Auto Liability - \$1,000,000 combined single limit
 - c. Worker's Comp per State Statute
 - d. Garage Keeper's Liability
 - e. Bailee's Customer
8. Article 25 & 26 – not applicable to this solicitation
9. Article 40 Bid Protests – Please read through the protest procedure.
10. Section 2: Insurance Requirements
11. Mr. Boers reviewed the required forms that must be returned with each firm's submittal. These required forms are listed in the Appendix of the bid document. Mr. Boers advised, even if a form does not pertain to said company - to still mark it with a "N/A" and return it with each submittal. Mr. Boers also advised that the *Required Forms List* (page 22) could be used as a "check off" sheet for firms to use.

The Local Preference Worksheet must be submitted in order to be considered for Local Preference.
12. Section 5: RFP Selection Procedures

A notice will be posted to DemandStar stating the time, date and location of the First Evaluation meeting.

The evaluation criteria and weight are listed on page 24.

The City may conduct interviews with one or more proposer's before final selection.
13. Section 13 Vehicle Listing has been posted in Excel on DemandStar
14. Cost Proposal Form (page 56). This is how cost will be evaluated.
15. Mr. Boers opened the floor for bidder's questions. He advised the attendees to follow up in writing if they do not see an answer to their question published in an addendum **and not assume a change is in effect unless published in an addendum.**

REVISIONS

The Cost Proposal Summary Form (Page 58) has been revised with the attached. Proposers must use the attached (Addendum 1 Revision) form.

QUESTIONS AND CLARIFICATIONS

Question: We would like some clarity on the hydraulic hose replacement reference on page 30 and included in PM-C on page 58 of the contract bid information packet. The question was brought up during the October 16, 2018 meeting if this included all of the hydraulic hoses.

Response: All pressure supply hoses on hydraulic (HYD) units shall be replaced every three years. If the unit has had one replaced before the third year (PM-C), the hose shall be marked to indicate it has already been replaced and it will be determined if it is to be replaced at the 3 year service interval (PM-C). Due to the number of HYD fittings and varying equipment styles a true cost per unit is not a reasonable request. The service still needs to be completed, but at a time and materials (labor plus parts and mark-up) basis.

Accordingly SECTION 8: GENERAL REQUIREMENTS AND INFORMATION, PM-C Perform Items (page 58) has been amended as follows:

PM-C Perform items

1. Perform PM – B
2. Inspect, remove, clean, repair or replace, and repack wheel bearings and spindles
3. Inspect, service, and repair transmission, which includes but is not limited to, adjustment, fluid and filter change as required and only if at manufactures recommended mileage for this service
4. Inspect, service, and repair front end alignment
5. Inspect, service, and repair and tune engine to include, but not limited to replacement of spark plugs, ignition wires, distributor cap, rotor, and any other items necessary for a complete tune-up (if so equipped) and only if at manufactures recommended mileage for this service
6. Drain, flush, and replace differential gear lubricant (limited slip differentials must have special lubricant added.) and only if at manufactures recommended mileage for this service
7. Inspect, service, repair, and perform complete diagnostic engine analysis, including Electronic Control Module and all related sensors and control devices. (Printout analysis must be attached to work order and retained in vehicle file. And one copy given to Fleet Manager)
8. Drain, flush, and replace engine coolant (ethylene glycol)
9. Inspect and service cabin air and emissions filters, and valves as needed, or within (OEM) guidelines
10. Inspect heating/air conditioning system
11. Inspect and service frame, cross members and body joint
12. Inspect body and chassis and related components
13. Replace batteries with new batteries with a minimum life of 36 months
14. Inspect, service and change hydraulic fluid and filters
15. ~~Replace all body or PTO driven hydraulic hoses on waste or specialty equipment~~

Question: A question was raised at the pre-proposal meeting regarding sale of the existing equipment in the shop if another proposer were to take over the Fleet Maintenance Contract.

Response: The City has researched this issue and has found no obligation to purchase the equipment at the end of the Contract, nor any requirement for a new contractor to purchase the equipment from the incumbent.

However, for ease of transition, a new contractor may purchase some or all of the equipment from the incumbent contractor at fair market value negotiated between the two parties.

A listing of the existing equipment is provided below:

- Miller Millermatic 250 wire welder
- Hobart Iron Man 250 wire welder
- International 5 speed drill press
- 25-ton press
- Miller grinder
- Wilton vise
- Air compressor NAPA 10HP 3 Phase
- Coats 1055 computer balance (tires)
- Coats 50x-AH-1 tire machine with all adapters
- TPMS NAPA 92-1541
- 9000 Magnum 2 post lift
- 14000 lbs. Challenger 4 post lift with 2 - 5550 lbs. center lifts
- 2 – 1” impact guns
- 14” Slugger chop saw
- 14” DeWalt chop saw
- Miller spectrum 625 X-plasma cutter
- 2 – 22/35-ton air/hydraulic air jack
- Jet JHPB-30 hydraulic pipe bender
- Cutting torch set
- 7-ton Lincoln bumper jack
- 4 – 10-ton portable air jacks
- 2-ton engine hoist
- Lincoln transmission jack for cars
- Robinair cooltech 34288 A/C machine
- OTC battery tester
- Snap on QD4R600A torque wrench

Hedland hydraulic flow tester
Mack injector sleeve remover/installer kit
St 154 Mack rear main seal installer old trucks
50112-A Mack rear main seal installer new trucks
Torque multiplier
DEF refractometer
Tire dolly
Dayton 40/2-amp battery charger
3 Panasonic CF-31 tough books
Factory software (Tech tool mac, Cummins, Detroit, Allison, Service Maxx,
Isuzu DSS, Toyota Tec stream, Meritor/Wabco, NED International, IDS Ford,
Aute/Maxis)
2 – Nexiq USB-link #1 & 24
1 ½ ton heavy duty hydraulic transmission jack for large trucks
Nugier H40-14 AP 40-ton press

- List does not include small tools.

Peter A. Boers
Procurement Department

Acknowledgment is requested even if you have elected not to respond to this bid. A designated management representative of your firm can sign the receipt for this addendum. Please acknowledge receipt of this addendum immediately by fax to (941) 486-2790 or mail to the above noted address, if a fax is not possible.

Receipt Acknowledged:

Signature

Company

Date

Addendum 1 Revision

FLEET MAINTENANCE and RELATED SERVICES

Respondents must complete the following Cost Proposal Form.

We, the undersigned, propose to furnish Fleet and Equipment Maintenance Services to the City, Mondays through Fridays, excepting legal holidays, pursuant to the Award of the Contract with the "Notice for Request for Proposal" for the amount of \$ _____, as set out in the general categories below:

CLASS

FIRST-YEAR COST

TOTAL CLASS 1:	
TOTAL CLASS 2:	
TOTAL CLASS 3:	
TOTAL CLASS 4:	
TOTAL CLASS 5:	
TOTAL TRAILERS:	
TOTAL OTHER EQUIPMENT:	
TOTAL ESTIMATED FIRST YEAR COST	

The price shall be required to be firm for the Contract period. The Award of the Contract will be made to the most responsive and responsible respondent in accordance with the criteria outlined in Section 10 of this document to the Request for Proposal. The City of Venice reserves the right to reject any and all proposals, waive minor irregularities, consider minor variations to specifications that are clearly detailed, and to accept the lowest or best proposal combination which appears to be in the best interest of the City.

The undersigned agrees, should this proposal be accepted, to execute the form of the Contract and present the same to the City of Venice within the (30) days after being notified of the awarding of the Contract.

CITY OF VENICE PROCUREMENT- FINANCE DEPARTMENT

**401 W. VENICE AVE. - ROOM # 204
VENICE, FL. 34285
(941) 486-2626
FAX (941) 486-2790**

ADDENDUM NO. 2

Date: October 30, 2018

To: All Prospective Proposers

Re: RFQ 3078-18 Fleet Maintenance and Related Services

This addendum sets forth changes and/or information as referenced and is hereby made part of and should be attached to the subject Contract Documents. Receipt of this Addendum shall be acknowledged below and in the submitted proposal. It shall be the responsibility of each proposer, prior to submitting a proposal, to contact the City of Venice- Procurement- Finance Department to determine if addenda were issued and to make such addenda a part of their proposal.

Question: Facility – City provides shop, does the City also provide all utilities?

Response: Yes

Question: Facility – City provides shop, does the City also provide internet services?

Response: No

Question: Parts Supply – RFP states “The Proposer shall have available to the City an audit report showing part costs and a pricing comparison of at least three local suppliers”, how often is this done?

Response: Annual

Question: Start Date – what is the estimated Start Date?

Response: January 1, 2019

Question: Fleet –Police vehicle are they all Take-Home units or just a portion?

Response: Very few, no more that 10-12 between Police and Fire.

Question: Fleet – what is mounted on the back of unit 15-404?

Response: 55' TREX Bucket Boom

Question: What happens if the contractor goes over the listed “Labor Rate for Non-Routine” Service labor hours per month? Is this charged at the same labor rate?

Response: The number of hours for non-routine service on the cost proposal pages is only an estimate for comparative purposes. The City will pay the actual number of hours incurred each billing cycle.

Question: What happens if a contractor goes over \$10,000 in monthly parts?

Response: The allotment for parts on the cost proposal pages is only an estimate for comparative purposes. The City will pay the actual cost for parts plus mark-up incurred each billing cycle.

Peter A. Boers
Procurement Department

Acknowledgment is requested even if you have elected not to respond to this bid. A designated management representative of your firm can sign the receipt for this addendum. Please acknowledge receipt of this addendum immediately by fax to (941) 486-2790 or mail to the above noted address, if a fax is not possible.

Receipt Acknowledged:

Signature

Company

Date