

# LAKE COUNTY SHERIFF'S OFFICE FLEET VEHICLE REPAIRS & MAINTENANCE BID SPECIFICATIONS

Bid Opening Date: April 30, 2014, 11:00 a.m.

Bid Specifications Issued by:

Lake County Board of Commissioners

105 Main Street

Painesville, Ohio 44077

440.350.2745

## LEGAL NOTICE

Sealed bids will be received by the Board of Lake County Commissioners, in the office of said Commissioners located in the Lake County Commissioners Chambers, 105 Main Street, Painesville, Ohio until 11:00 a.m. on April 30, 2014.

Immediately following, bids will be opened as provided by law for "**Lake County Sheriff's Office Fleet Vehicle Repairs and Maintenance**" for County owned vehicles in accordance with specifications now on file in the Lake County Commissioner's Office, 105 Main Street, Painesville, Ohio for all prospective bidders.

Bidders shall note that the rules and regulations on Equal Employment Opportunity shall be made a part of the contract. All bids shall be filed in a sealed envelope marked "Lake County Sheriff's Office Fleet Vehicle Repairs & Maintenance" by the time and place specified. A bid bond, certified check or cashiers check made payable to Lake County Commissioners, in the amount of one-hundred dollars (\$100), must accompany each bid. **The Board of County Commissioners reserves the right to reject any and all bids.**

Bidders may also access this Legal Notice to Bidders via the internet at [www.lakecountyohio.org](http://www.lakecountyohio.org), click on **Legal Notices to Bidders** on the left side to link to the Legal Notices site or at the State of Ohio website at [www.publicnoticeohio.gov](http://www.publicnoticeohio.gov)

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*Questions pertaining to this document should be directed to:*

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### **Lake County Commissioners:**

Daniel P. Troy, President

Robert E. Aufuldish

Judy Moran

## I. GENERAL INFORMATION TO BIDDERS

- A. Lake County, hereinafter referred to as "County", is hereby requesting bids from local motor vehicle repair companies, hereinafter referred to as "Vendor", to perform full- service repairs on various Lake County Sheriff's Office vehicles owned by the Board of County Commissioners. Bids will be accepted for:

### 1. Sheriff vehicle fleet

The Lake County Sheriff's Office is a full-service law enforcement agency that operates a variety of motor vehicles on a daily basis in support of its mission in providing optimal police services to the citizens of Lake County. As such, the successful vendor must understand the importance of the Sheriff's Office maintaining constant services twenty-four hours a day and seven days a week. Consequently, the selected vendor must agree to prioritize all services rendered to the Lake County Sheriff's Office upon the arrival of any member of the agency requiring repairs or maintenance to minimize uninterrupted services to the public.

This bid specification request may be cancelled at any time or bids rejected if not in the best interest of the County.

Please refer to Appendix A for current fleet listing. This list is subject to change due to additions and deletions to the County's vehicle fleet. Any vehicles added to the contract shall be offered the same bid prices as in the original bid.

- B. All work and materials must be guaranteed and be acceptable to the County. When requested, the Vendor shall also supply the County with parts warranty information. The Vendor will be fully responsible for any damage to or loss of County equipment while in the Vendor's possession or under the Vendor's control. Prior to awarding a bid, the successful bidder shall show proof of Workers' Compensation coverage for its employees, a general liability policy in an amount not less than \$500,000 per occurrence, and sufficient property insurance to cover the loss of any County vehicle or property while in the possession of the Vendor.

Contract agreements corresponding to successful bid(s) shall be for the period of **June 1, 2014** through **May 31, 2015**, with an option to renew for one additional year. Said option shall be agreed to in writing by both parties.

- C. The Vendor must demonstrate the ability to make the majority of needed repairs in-house without relying on outside companies for subcontracting. The vendor shall provide the required services and will not subcontract or assign the services without the prior written approval of the Fleet Manager.

The County reserves the right to approve or reject the use of outside subcontractors by the Vendor. All outside subcontracting shall be billed to the County at cost, without mark-up. Copies of subcontracted invoices will be provided to the County with the Vendor's invoice.

- D. It is the responsibility of the Vendor to have sufficiently trained, certified technicians available to rapidly process all vehicles in need of repairs or service.

**All emergency vehicles, (i.e., Sheriff's cruisers) shall have priority over all other vehicles, including those owned by the Vendor's other customers which are not a part of this agreement. Preventative maintenance and general service work as noted in Section II on all public safety vehicles shall be completed with 1 hour of a regularly scheduled appointment. The pricing for emergency vehicles shall be the same for the non-emergency vehicles.**

If any vehicle cannot be serviced or the repair work sufficiently commenced within one (1) hour following receipt of the vehicle by the Vendor, the appropriate County Fleet Manager shall be notified by the Vendor. In cases where the Vendor cannot meet the aforementioned requirement, the County reserves the right to take the vehicle to an alternate vendor in order to quickly facilitate the repair.

The successful bidder shall have access to the necessary parts inventory for unforeseen repairs to patrol vehicles, including but not limited to batteries, lights, flat tires and windshield wipers. These types of repairs should be completed upon immediate arrival of the vehicle.

The County will not be responsible for any overtime charges incurred in meeting the service and repair requirements.

In the event any repair requires that a vehicle be kept overnight at the vendors repair facility, the vendor must secure the vehicle and place the vehicle in a secure area.

- E. The vehicles covered under this specification are based primarily in Painesville, Ohio with service areas predominately in central and eastern Lake County. The County will take into consideration, during evaluation of bids, the location of the Vendor's maintenance facility(s) relative to the base locations of the County's vehicles. The vendor shall submit the location(s) in which services will occur. The County will calculate the labor hours required to pick up and drop off vehicles at the Vendor's facility as a factor in the determination of low bid.
- F. The Vendor must have the ability to service and repair tires. The Vendor is required to obtain tires through the state purchasing program or at or below state purchasing cost. A reconciled tire inventory must be coordinated with the Lake County Fleet Manager and be available upon request.
- G. The Vendor must have the ability to service and repair all vehicle computer components with on-site testing equipment and trained certified technicians.
- H. The Vendor may include the tire disposal fee on invoices to the County. Each bidder must also demonstrate that programs are established for recycling of both used motor oil and antifreeze. In addition, equipment must be available on site to properly store and recycle air conditioning refrigerant. The County shall have the right to inspect the Vendor's facility at any time during regular business hours to ensure compliance with these requirements.

- I. Written quotations may be requested for any repairs in excess of \$250. For specialty repairs beyond the scope of this contract, the County reserves the right to take the vehicle to an alternate vendor, if in the opinion of the County, the estimated cost is excessive or the vendor lacks the time or expertise to facilitate repairs. **Authorization from the Fleet Manager is required for all repairs in excess of \$500.**
- J. If a standard parts or labor warranty exists, the contractor(s) will supply a minimum warranty of 4,000 miles or 90 calendar days on all labor and parts services.
- K. The Vendor, with consent from the Fleet Manager shall coordinate all warranty work with local new car dealers.
- L. The County, as a political subdivision, is qualified to receive government fleet discounts on many of the replacement parts required for County vehicle repairs. At the County's option, the Vendor may be required to obtain parts under these discount programs, or match the pricing of the state contract, when possible in order to assist the County in its cost control efforts. Where applicable, the County may order direct from supplier and drop ship to the vendor.

## II. SCOPE OF SERVICES TO BE PERFORMED

- A. Preventive Maintenance and General Service** The Vendor shall conduct a Preventive Maintenance Inspection of each County vehicle. The purpose of this program is to ensure a thorough inspection of all vehicle systems in an effort to eliminate or mitigate the possibility of a mechanical breakdown.

General Service shall include oil changes with the manufactured specifications for quarts of oil (gasoline engines), chassis lubrication, oil filter changes, all fluid top offs and tire pressure adjustments. As noted in Appendix C, the bid/contract amount for this service shall include a flat rate that includes labor and required materials. The goal of this program is to significantly reduce the demand for repairs or breakdowns between scheduled maintenance intervals.

- B. General Maintenance and Repairs** - Shall be performed as required, including the repair or replacement of those items found to be worn or near failure during the Preventive Maintenance Inspection and General Service. Some examples of the types of services to be included in this category are tune-ups (including electronic), replacement of belts, hoses, batteries, turn signals, beacons, electrical system, headlights, and taillights; minor repairs to engines, chassis, struts, gas tanks, springs, shocks, exhaust system, brake system, radiators, heater cores, air conditioning repairs, alternators, starters, fuel pumps, and water pumps.
- C. Specialty Repairs** - Shall be performed as required and authorized.

### III. QUALITY ASSURANCE

- A. Vendor must have been in the business of vehicle maintenance and repair services for the period of three years.
- B. Vendor shall identify its employee who will have the authority to resolve any disputed service issues with the County. The Vendor shall also identify an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.
- C. All vendor mechanics working on County vehicles shall be at a minimum ASE master certified technician in the particular area of repair. Contractor(s) shall provide evidence of such certification as part of its bid submittal.
- D. Vendor supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.
- E. Vendor will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior written approval of the fleet manager.
- F. When making written service estimates, the vendor shall use the published industry standards found in the All Data Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of the service time listed in the All Data Manual must have prior written approval of the Fleet Manager before any work is authorized to proceed.
- G. Vendor shall provide all parts at a discounted rate. Vendor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.
- H. If the vendor offers the public any special pricing that is lower than the County's bid price, the vendor must provide the lower price.

#### IV. REPORTING REQUIREMENTS

- A. Work orders/invoices shall be produced in triplicate by the service facility and/or subcontracting facility and shall include the following information: vehicle make, year, model, VIN number, mileage, license plate number, county department, date of service, invoice number, invoice total cost, and driver's signature.

All services performed, parts and/or fluids shall be itemized on each work order/invoice. One copy of the completed work order/invoice shall be provided to the driver at the time the Vendor releases said vehicle; the original shall be incorporated into the billing statement as referenced below. The Vendor shall provide a copy of the flat rate manual used for invoicing and repair. The County may request that the Vendor supply the County with a list of parts suppliers that will be used to obtain parts and supplies used to perform contract work and may also be asked to provide the County with current price sheets for scheduled maintenance and wear items (e.g., brake linings, spark plugs, filters). The Vendor shall not include shop supplies, environmental fees or surcharges, with the exception of tire-disposal, on invoices to the County.

- B. Statements shall be sent not more than once every two (2) weeks. At the end of each billing period, the repair facility shall provide the County a statement, the original of each fully itemized work order/invoice, to the attention of Fleet Manager for payment of services rendered. The County of Lake is TAX EXEMPT, and will provide a tax exempt certificate upon request to the Vendor.
- C. The Lake County Fleet Manager will be responsible for administering the contract and is the primary contact for the vendor.

## V. PROGRAM EVALUATION

On a periodic basis, the County reserves the right to have the performance of the contract evaluated in the following areas:

1. General Maintenance (GM) Service days past due- This measurement allows the County to measure the responsiveness of the Vendor, in terms of number of days, to the requests of County departments to perform GM services and inspections. The County recognizes that the cooperation of County departments in the scheduling of this service is a factor in this evaluation process.
2. Shop repair percentage- This measurement is a gauge of the Vendor's efficiency in conducting the County's preventive maintenance program. It is estimated that PM and GM repairs, those repairs performed during a preventive maintenance service, should comprise 65 to 70 percent of the total repairs to County vehicles.

Any evaluations conducted will be kept on file by the County and will be reviewed to determine performance of the Vendor. **This contract may be canceled by the County, for just cause, including poor evaluation, with a fourteen (14) day written notice to the Vendor. Such notice shall be by certified mail.**

## **VI. EVALUATION CRITERIA**

- A. Pricing (30%).
- B. Experience (30%): Review of references and quality assurance requirements described above.
- C. Ability to Perform (40%): Size and number of vendor's facility, number of mechanics, number of service bays, mechanic certifications, ability to secure vehicles overnight and ability to provide monthly reporting.

The County reserves the right to award a contract to more than one company.

## **LIST OF ATTACHMENTS**

Appendix A- Vehicle Fleet

Appendix B- Cost and Conditions Matrix

Appendix C-- Service Frequency and Fixed Cost Matrix

Appendix D- Vendor Qualification Sheet

Appendix E- Delinquent Personal Property Statement

Appendix F- Non-collusion Affidavit

Appendix G - Affidavit of Compliance with Ohio Revised Code Section 3517.13

## APPENDIX A – FLEET

Sheriff Vehicle inventory include:

- (6) 2006 CHEVROLET IMPALA'S
- (6) 2007 CHEVROLET IMPALA'S
- (11) 2008 CHEVROLET IMPALA'S
- (3) 2010 CHEVROLET IMPALA'S
- (6) 2012 CHEVROLET IMPALA'S
- (1) 2013 CHEVROLET 1 TON PASSENGERS VAN
- (1) 2006 FORD 1 TON PASSENGER VAN
- (1) 2006 FORD EXPLORER
- (1) 2013 FORD EXPLORER
- (4) 2014 FORD EXPLORER
- (1) 2004 DODGE RAM PICK UP
- (1) 2007 BUICK LUCERNE

TOTAL VEHICLES 42

**APPENDIX B – COST AND CONDITIONS**

<b>Schedule Preventative Maintenance and General Service</b>	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
	Labor per Hour	Material Cost	Labor per Hour	Material Cost
<u>Service A</u> : 6 months or 4,000 miles Service	\$	\$	\$	\$
<u>Service B</u> : 12 months or 8,000 miles Service	\$	\$	\$	\$
<u>Service C</u> : 24 months or 12,000 miles Service	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,C)	\$	n/a	\$	\$
Replacement Dealer Parts Discount (not included in Service A,B,C)	n/a	%	n/a	%
Replacement None Dealer Parts (not included in Service A,B,C)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case-by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be fiat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 120-day or 4,000 mile warranty will be required on all labor and materials.
8. For police patrol vehicles, all parts are to be OEM Heavy Duty Police Pursuit Vehicle parts.

## APPENDIX C – SERVICE FREQUENCY FIXED COST MATRIX

	Service A	Service B	Service C	Service D	Service E
	6 month	12 month	24 month	48 month	60 month
	4,000 miles	8,000 miles	12,000 miles	30,000 miles	60,000 miles
1 Change Engine Oil	X	X	X	X	X
2 Change Engine Oil Filter	X	X	X	X	X
3 Check Air Filter Condition	X	X	X	X	X
4 Check and Adjust Drive Belts	X	X	X	X	X
5 Check Battery Electrolyte Level, Needed; Clean And Tighten	X	X	X	X	X
6 Check Brake Fluid Level	X	X	X	X	X
7 Check Brake Pads, Shoes,	X	X	X	X	X
8 Check Breather Condition	X	X	X	X	X
9 Check Drive Train Fluid Levels Transfer case, Differential)	X	X	X	X	X
10 Check Engine Compartment Needed	X	X	X	X	X
11 Check Engine Cooling System,	X	X	X	X	X
12 Check Exhaust System	X	X	X	X	X
13 Check Front And Rear Shocks Leakage	X	X	X	X	X
14 Check Exterior & Interior Lights Items For Correct Operation	X	X	X	X	X
15 Check Power Steering Fluid	X	X	X	X	X
16 Check Tire Pressure And	X	X	X	X	X
17 Check Windshield Wiper Washer Solvent level, Fill as needed	X	X	X	X	X
18 Lubricate Chassis/CV boots	X	X	X	X	X
19 Lubricate Steering Linkage	X	X	X	X	X
20 Check Front Brake Pads, Rotors		X	X	X	X
21 Check Rear Brake Shoes,		X	X	X	X
22 Rotate Tires (4 Way R Front To Back	X	X	X	X	X
23 Air Filter- Replace			X	X	X
24 Check Headlight Alignment			X	X	X
25 Check Parking Brake Operation	X	X	X	X	X
26 Lubricate Door Latches, Locks	X	X	X	X	X
27 Fuel Filter- Replace			X	X	X
28 Transmission- Change Fluid,			X	X	X
29 Check Air Condition System, Compressor Operation Where Applicable					X

Please quote the estimated waiting time for each of the above services:

Service A: \_\_\_\_\_ hours

Service B: \_\_\_\_\_ hours

Service C: \_\_\_\_\_ hours

Service D: \_\_\_\_\_ hours

Service E: \_\_\_\_\_ hours

Please quote the latest time in the day that services requested can be completed that day:

- Service A: \_\_\_\_\_
- Service B: \_\_\_\_\_
- Service C: \_\_\_\_\_
- Service D: \_\_\_\_\_
- Service E: \_\_\_\_\_

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

**APPENDIX D – VENDOR QUALIFICATION SHEET**

1. Name of Company:

2. Address:

3. Primary Contact:

    Phone Number:

    Fax Number:

    Email:

4. Contact designated to handle contract disputes or services issues (if different from #3):

5. Number of years the company has been in the business of vehicle and maintenance repair services:

6. Facility Description:

Location of Facility <i>(List all locations if multiple facilities exist within County)</i>	Hours of Operation	# of employees	# of mechanics	# of bays

7. Provide employee certifications and company certifications for providing the required services.

8. Provide three (3) references from current corporate or public sector customers with similar fleet sizes:

Name and Business	Address	Phone #	Email

9. Are you able to secure vehicles overnight?
10. What services cannot be immediately performed by your staff onsite? (be specific)
11. Are you able to meet the reporting requirements as noted in Section IV?
12. Do you provide valet services? If so, provide costs and limitations.

**APPENDIX E - DELINQUENT PERSONAL PROPERTY STATEMENT**

\_\_\_\_\_, having been awarded a contract by the Board of Lake County Commissioners, hereby affirms under oath pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company (was), (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Lake County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Lake County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below.

A copy of this statement shall be transmitted by the Lake County Auditor to the County Treasurer within thirty days of the date it is submitted. A copy of this statement shall also be incorporated into the contract made between the Board of Lake County Commissioners and \_\_\_\_\_ and no payment shall be made with respect to any contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax      \$ \_\_\_\_\_

Penalties      \$ \_\_\_\_\_

Interest      \$ \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed in my presence, and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

NOTARY PUBLIC

**APPENDIX F – NON-COLLUSION AFFIDAVIT**

(To be dated and executed by the successful bidder before the award of the contract)

State of \_\_\_\_\_ )

SS:

County of \_\_\_\_\_ )

Being first duly sworn, deposes and says that he is \_\_\_\_\_(sole owner, a partner, president, secretary, etc.) of \_\_\_\_\_ the party making the foregoing proposal or bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed directly or indirectly with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner directly or indirectly sought by agreement, or collusion or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the County of Lake, or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and, further, that such bidder has not, directly or indirectly, submitted this bid or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof:

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for  
\_\_\_\_\_ County, Ohio

My Commission Expires  
\_\_\_\_\_

**APPENDIX G - AFFIDAVIT OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13**

STATE OF OHIO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and states as follows:

1. I am duly authorized to make the statements contained herein on behalf of \_\_\_\_\_  
("the Contracting Party").
2. The Contracting Party is a/an (select one):
  - Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust.
  - Corporation organized and existing under the laws of the State of \_\_\_\_\_ .
  - Labor organization
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I)(3) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J)(3) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification constitutes a felony of the fifth degree pursuant to 3517.992 (R)(3).

Affiant further sayeth naught.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO BEFORE ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

SEAL