



**COUNTY OF COLE
JEFFERSON CITY, MISSOURI**

REQUEST FOR BID

**2016-05: AMBULANCE MAINTENANCE & REPAIR
SERVICES**

SUBMISSIONS SHALL BE ACCEPTED UNTIL

FRIDAY, FEBRUARY 12 at 9:00 a.m. CST

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed bids will be accepted by the Cole County Commission for consideration in provision of the following:

2016-05 AMBULANCE FLEET MAINTENANCE & REPAIR SERVICES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 9:00 a.m. on Friday, February 12, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecountypurchasing.org or by contacting Jennifer Prenger at jprenger@colecouny.org or (573) 634-9168.

E.O.E.

NEWS TRIBUNE: January 17, 25 & 31
Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

COMMISSION
(573) 634-9110

PURCHASING
1736 SOUTHRIDGE DRIVE
JEFFERSON CITY, MISSOURI 65109

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

- 1.1* **NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the Terms and Conditions of Bidding and any special conditions set forth herein for the provision of maintenance and repair services for the Cole County Emergency Medical Services (CCEMS) ambulance fleet.
- 1.2* **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

info@colecounypurchasing.org

- 1.3* **ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounypurchasing.org.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County. Interested parties may sign up, on a bid-by-bid basis, to be notified via email of issued addenda by going to the information page of any active bid at www.colecounypurchasing.org and submitting a valid email address at the bottom of the page under the "Bid Specifications & Plans" section.

The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.4* **RESPONSE PREPARATION.** A fully executed bid made upon the prescribed forms attached to these specifications, must:

- be submitted in a **sealed box or envelope identified by bid number, bid title, and bid opening date/time**. Only sealed submissions will be considered, all bids otherwise submitted will be rejected as irregular;
- be complete and signed by an official authorized to obligate the agency or company submitting the response;
- include **one (1) complete original and two (2) exact duplicates**.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception**.

- 1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Friday, February 12 at 9:00 a.m. CST. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission. Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently

restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.

- 2.8 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.9 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.10 **BASIS OF AWARD.** Award shall be made to the lowest responsible respondent whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County.
- 2.11 **FUNDS.** Financial obligations of Cole County payable after the first fiscal year the system is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to Cole County.
- 2.12 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered.
- 2.13 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.14 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.15 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 2.16 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.17 **ASSIGNMENT.** The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without

such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.

2.18 **COLLUSION CLAUSE.** Any agreement or collusion among respondents and/or prospective respondents to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the submissions of such respondents void.

2.19 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.

2.20 **CONTRACT TERMINATION.**

2.20.A **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience, as described herein.

2.20.B **TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

2.21 **INSURANCE REQUIREMENTS.** The successful respondent must submit proof of General Liability for Repair Shops or Garage Liability coverage for a limit of one million dollars (\$1,000,000) and include Garage Keepers Legal Liability limit, (primary basis) of a three hundred thousand dollar (\$300,000)

minimum, workers' compensation, and employer's liability. Proof of said insurance will be required after bid award and before the contract is signed.

- 2.22 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

3.0 SCOPE OF SERVICE

- 3.1 **BACKGROUND.** The successful respondent, hereafter referred to as the "contractor," shall perform all services necessary to maintain Cole County ambulance fleet vehicles in optimum working order. Ambulances are routinely driven short distances with frequent start/stop and long idle periods. The average monthly usage for a fleet vehicle is approximately 3,000 miles.
- 3.2 **OVERVIEW.** The contractor shall provide all supplies, personnel, equipment, tools, materials, supervision, and other items as necessary to perform the preventative maintenance functions of the CCEMS ambulance fleet in accordance with the requirements and frequency specified in the Preventative Maintenance Schedule included herein, Attachment One, as well as any necessary repairs.

The county currently operates a fleet of ten (10) ambulances including:

Plates	Year	Make	Model
Medic 40	2014	Chevrolet	G-4500
Medic 41	2011	Chevrolet	G-4500
Medic 42	2013	Chevrolet	G-4500
Medic 43	2011	Chevrolet	G-4500
Medic 44	2015	Chevrolet	G-4500
Medic 45	2012	Chevrolet	G-4500
Medic 46	2014	Ford	F-350
Medic 47	2013	Chevrolet	G-4500
Medic 48	2013	Chevrolet	G-4500
Medic 49	2014	Ford	F-350

- 3.3 **TERM.** It is the intent of Cole County to establish a one-year contract with the inclusion of an option for renewal for up to two (2) consecutive, one (1) year extensions beyond the initial term. Services under the contract resulting from this bid request will commence February 1, 2014.

3.4 RESTRICTIONS

3.4.1 BIDDER QUALIFICATIONS

- A. The ideal candidate will have proven fleet service experience and will have been in business for a minimum of three (3) years.
- B. Respondents must have the ability to perform all required maintenance and repair services.

3.4.2 CONDITIONS ON REQUIRED SERVICES

- A. Respondents agree, as a condition of submitting a response, that CCEMS vehicles must receive top priority attention at all times. The County requires:
 - 24-hour turn around on common repairs and routine maintenance.
 - 24-hour plus lead time on part(s) needed for repair services

Failure to complete a scheduled service within 24 hours of set appointment time may, at the County's discretion, result in a 10 percent per day deduct off of contractor's invoice for that service, at the County's discretion.

- B. All replacement parts shall be new and meet or exceed the manufacturer's requirements by being either high quality aftermarket parts, as approved by Cole County in writing, or OEM parts. No parts, accessories, or supplies shall be used which might void the vehicle manufacturer's warranty.
- C. The CCEMS is active on a 24/7 basis and desires the most comprehensive hourly coverage possible. Normal hours of business operation shall be continuous "standard business hours" daily, Monday through Friday (except for recognized holidays).
- D. The contractor must be willing to provide on-site maintenance for vehicles and equipment which, because of their design or immobility, cannot be economically delivered to the facility.
- E. The contractor must provide emergency tows 24/7, both locally and otherwise. The County shall pay the contractor for this service on a per mile basis.
- F. Bid prices shall be fixed for a minimum period of one year.
- G. All charges shall be submitted to the County (for each visit, for each vehicle) outlining the following:
 - a. Date work performed
 - b. Vehicle and/or license number, make/model
 - c. Vehicle mileage at time of service/repair
 - d. Date/time in and date/time out or completed
 - e. Detail type of service, hours, materials used, and the cost associated with each.
 - f. Any subcontracted repair orders detailing the type of service, hours, materials used, and the cost associated with each shall be attached

- 3.4.3 **APPROVAL FOR REPAIRS.** All repair estimates and services other than those that are “routine” or “standard” must be submitted to and approved by the County prior to start of work.
- 3.4.4 **QUALITY OF WORK.** The Contractor guarantees and warrants that all material that will be furnished and all services that will be performed under this contract will be free from defects in material and workmanship and will conform to the requirements of this contract for a period of ninety (90) days or 4,000 miles, whichever occurs first. The Contractor shall remedy all such defects at its own expense within one (1) working day after notification by the County.

PREVENTATIVE MAINTENANCE SCHEDULE

Bid No. 2016-05: Maintenance and Repair Services for Cole County Ambulance Fleet

To be performed with each service:

- Check all gauges
- Check windshield wipers/fluid
- Check ALL lighting (chassis, emergency, interior, compartment)
- Check ALL batteries (cables, connections, water); load test after two (2) years
- Drain fuel water trap
- Check al heater and radiator hoses
- Check all belts for wear and tightness
- Check air filter (clean and/or replace)
- Check power steering, hoses and steering gear
- Check radiator, cap, gasket and pressure
- Check both air conditioners/heaters (system check and temperature _____)- IN SEASON ONLY
- Check inverter system
- Check on-spot chains- IN SEASON ONLY- drain air tanks
- Check parking brake and high idle system
- Check ALL brake components (pedal travel, front rear pads, adjustment and lines)
- Check front end
- Check and grease chassis, drive shaft and u-joints
- Check shocks and springs
- Check all exhaust system
- Check sway bar and brackets
- Check modular mounting brackets
- Check modular mounting brackets
- Check undercarriage for any leaks
- Check tires- MIN TREAD DEPTH 4/32, check tire pressure and torque lug nuts; check side to side wear, right side being drivers side
- Check differential fluid
- Check siren and air horns
- Check cigarette lighter
- Check and repair arm rests
- Check flashlight operation- base charger
- Install window sticker

Every 5,000 Miles: PM, Lube, Oil & Filter Service, Rotate Tires

Every 10,000 Miles: Fuel filter service and additive

Every 20,000 Miles: Balance tires

Every 30,000 Miles: Transmission service, differential fluid change/friction modifier, radiator coolant flush

Every 50,000 Miles: Service clean EGR and Induction system

Every 75,000 Miles: OEM shock replacement

ANTI-COLLUSION STATEMENT

Bid No. 2016-05: Maintenance and Repair Services for Cole County Ambulance Fleet

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

BID FORM

Bid No. 2016-05: Maintenance and Repair Services for Cole County Ambulance Fleet

	<i>Standard</i>	<i>Emergency/After-hours</i>
Hourly Shop Rate (Labor Costs)	\$	\$
Tow Charge Rate per Mile	\$	\$

	<i>Firm Price</i>
Lube, Oil & Filter Change with all items on PM Maintenance Schedule	\$
Parts Mark-up Percentage Over Cost	%

- Other hourly considerations/fees that may be imposed (attach additional pages if necessary). Any fees must be fully outlined in your submission or will not be accepted:

Cole County WILL NOT agree to any of the following charges:

- Delivery costs for parts
 - EPA fees
 - Cleaning Supplies
 - Shop fees
 - Diagnostic fees
 - Restocking fees
 - Storage fees of any type
- State current labor and time guide manufacturer:

- State shop hours:

Company Name

EVALUATION MATRIX

Lowest Standard Shop Rate **35%**

Lowest Shop Rate will receive 35% and the rest will be pro-rated as a percentage

Lowest Cost Lube, Oil & Filter **35%**

Lowest Lube, Oil & Filter Cost will receive 35% and the rest will be pro-rated as a percentage

Lowest Emergency/After-Hour Standard Shop Rate **5%**

Lowest Emergency/After-Hour Shop Rate will receive 5% and the rest will be pro-rated as a percentage

Fixed Mark-up Over Cost for Parts **25%**

Lowest Mark-up will receive 25% and the rest will be pro-rated as a percentage

"Sample"

Bidder	Shop Rate	Lube, Oil & Filter	Emergency Shop Rate	Mark-up	
	35%	35%	5%	25%	100%
<i>Bidder A</i>	35.0%	20.0%	2.0%	15.0%	72%
<i>Bidder B</i>	30.0%	25.0%	5.0%	20.0%	80%
<i>Bidder C</i>	25.0%	30.0%	3.0%	25.0%	83%
<i>Bidder D</i>	20.0%	35.0%	4.0%	10.0%	69%