

# COUNTY OF COLE - MISSOURI



REQUEST FOR BID

## 2025-01: EMS VEHICLE FLEET MAINTENANCE & REPAIR SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

**THURSDAY, JANUARY 16TH at 3:00 p.m. CENTRAL**

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 my 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

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

**2025-01      EMS VEHICLE 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 3:00 p.m. on Thursday, January 16, 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.colecounty.org](http://www.colecounty.org) or by contacting Jessica Bryant at [jbryant@colecounty.org](mailto:jbryant@colecounty.org) or (573) 634-9168.

NEWS TRIBUNE: Dec 15, 22, 29

Legal Notices  
Cole County Commission  
311 East High Street  
Jefferson City MO 65101

# COLE COUNTY COMMISSION

## PURCHASING

311 EAST HIGH STREET, ROOM 200  
JEFFERSON CITY, MISSOURI 65101

### REQUEST FOR BID

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#### 1.0 OVERVIEW

- 1.1 **NOTIFICATION.** Cole County is seeking offers from qualified respondents for the provision of maintenance and repair services for the Cole County EMS vehicle fleet. 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 services as described.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this Request for Bid. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation which has been identified in any part of the bid documents. Qualified organizations are requested to prepare an offer in response to this solicitation and in doing so, concur with all terms, conditions, specifications and addenda to this document unless specifically noted otherwise in a separate section titled “EXCEPTIONS” and certify that if awarded a contract, will make no claim against the County based upon unfamiliarity of or misunderstanding of the specifications.

- 1.2 **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** 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:

Jessica Bryant  
jbryant@colecouny.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, **all respondents or potential 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 official or employee questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

- 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.colecounty.org](http://www.colecounty.org). All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of the County is that which is issued in these specifications or by addendum 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 addenda have been issued prior to submitting an offer and to incorporate that information into their response; the County assumes no liability for respondents’ failure to do so. Further, 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 SUBMISSION REQUIREMENTS.** A fully executed bid, including the specification pages comprising this solicitation and any related illustrative documentation and/or all issued addenda shall:

- Be submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- Be complete and signed by an official authorized to obligate the agency or company submitting the response;
- Include one (1) complete original submission and two (2) exact duplicates of the complete bid response

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. Fax and email submissions will not be considered. 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 at 311 East High Street, Room 200, Jefferson City, Missouri on **Thursday, January 16 at 3:00 p.m.** Central. 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.

**1.6 ADVICE OF AWARD.** Upon bid award by the Cole County Commission, award notification letters with a bid tabulation summarizing the responses received will be sent via email to all parties that submitted a response to this invitation.

## **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 the preparation or submission of their 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 the county will be so served.

**2.3 MODIFICATION/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 Cole 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 any bid documents or addenda thereto may not be changed or altered in any manner. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. 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 on a separate page clearly titled "EXCEPTIONS." 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 AND INTERPRETATIONS.** If a respondent has any questions which arise concerning the meaning or intent of these bid documents, plans or any part thereof which affect the cost, quality, quantity, or character of the project or service, respondent shall request in writing that an interpretation be made. Further, 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 appears 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 in writing at [jprenger@colecouny.org](mailto:jprenger@colecouny.org) and received at least five (5) business days prior to the date set for bid opening. An addendum will be issued which shall then be posted at [www.colecouny.org](http://www.colecouny.org). Failure to have requested an addendum covering any questions affecting the interpretations of the bid documents shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the bid documents. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.8 **SCOPE.** The County reserves the right to select elements from different individual proposals and to combine and consolidate them in any way that best serves the County's interest. The County reserves the right to reduce the scope of the project and evaluate only the remaining elements from all Proposals. The County reserves the right to reject specific elements contained in all Proposals and to complete the evaluation process based only on the remaining items.
- 2.9 **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 details sufficient in establishing equivalency are included in the response. 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.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain "like or similar" product and/or service to that which has been specified when use of such product or service is deemed in the best interest of the county.
- 2.11 **BID FORMS.** Bids made on anything other than the official bid form(s), if provided by Cole County, will render the bid informal and may cause its rejection.
- 2.12 **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.

- 2.13 **EVALUATION.** The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.14 **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.
- 2.15 **BASIS OF AWARD.** Award shall be made to the bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest. A staff recommendation will be made to the Cole County Commission who will ultimately make the award decision.
- 2.16 **SUCCESSFUL OFFER AS PART OF CONTRACT.** Offers received in response to this solicitation, at the County's discretion, may be incorporated into the awarded contract and may serve as basic terms and conditions for the ultimate contract. Therefore, applicants are advised that, if successful, they will be held responsible for levels of services proposed at the funding levels quoted. The County reserves the right to not execute a contract following this solicitation and to negotiate modifications or revisions to any awarded contract.
- 2.17 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Pricing submitted shall include all cost, of whatever nature, that is involved in achieving the good or service per the bid documents.
- 2.18 **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 successful respondent upon request.
- 2.19 **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 for inspection or evaluation. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.20 **DELAYS AND DEFAULT.** 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 or service if delivery is not made or work not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County. In case of default by the bidder or contractor, the County may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.21 **APPLICABLE LAW.** The contractor must agree to comply with all federal, state, and local laws and ordinances, and all applicable rules, regulations, and standards established by an agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of the agreement. It shall be the obligation of the Contractor to apply for, pay for, and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.
- 2.22 **SHIPPING.** Deliveries shall be F.O.B. destination freight prepaid to Jefferson City, Missouri and included in pricing.

- 2.23 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.24 **ASSIGNMENT.** The selected company shall not assign the Contract, subcontract it, 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 company of its obligations under this Contract.
- 2.25 **FUNDS.** Financial obligations of Cole County payable after the first fiscal year 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.
- 2.26 **CHANGE ORDERS.** The final contract between Cole County and the successful respondent will include, by reference, the awarded party’s response and the specifications of this invitation. The County may make changes within the general scope of these specifications and/or the contract resulting from this solicitation, yet all departures from the accepted plans and specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Cole County Commission, authorizing and directing such changes or departures. No other individual is authorized to modify the contract in any manner. All unauthorized work, and the correction of such work, shall be at the expense of the contractor.
- 2.27 **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 responses of such respondents void.
- 2.28 **COMPLIANCE WITH EMPLOYMENT LAWS.** In connection with the furnishing of supplies or performance of work under this Contract, the company agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder. Respondents are informed pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and the provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful Respondents shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.
- 2.29 **ANTI-DISCRIMINATION AGAINST ISRAEL ACT.** The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the law of the State of Israel; or persons or entities doing business in the State of Israel.

2.30 **COOPERATIVE PROCUREMENT.** Respondents may choose whether or not to participate in cooperative purchasing. Various State Agencies, City, and County Offices 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 respondent, that each participating political subdivision shall only be liable to the successful respondent for materials or supplies contracted for by that political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful respondent 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.

2.31 **CONTRACT TERMINATION.**

2.30.1 **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, that 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.

2.30.2 **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.

2.31 **FEDERAL WORK AUTHORIZATION PROGRAM.** Proposers that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Proposer’s business status changes during the life on the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 582.530, RSMo, then the Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify.

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.e-verify.gov/>.

### 3.0 SCOPE

3.1 **OVERVIEW.** Cole County is soliciting bids from qualified respondents to establish service costs and hourly rates for oil changes and general maintenance and repairs for the Emergency Medical Services (EMS) vehicle fleet. It is the intent of the County to establish relationships with multiple preferred shops which will be used by the County on an as needed, if needed basis. Shop utilization will be determined per job and at the sole discretion of the County based on cost and availability. Pricing shall include all supplies, personnel, equipment, tools, materials, supervision, and other items as necessary to perform the service contemplated herein to ensure the fleet vehicles are maintained in optimum working condition.

3.2 **TERMS OF CONTRACT.** It is the intent of Cole County to establish firm, fixed costs and hourly rates for a one-year term with an option for renewal under the same terms and conditions for up to two (2) additional one-year periods with an annual price adjustment negotiation allowance not to exceed three percent (3%). No pricing increase will be accepted without the written approval of the County. The initial contract start date will be determined after approval by the Cole County Commission.

#### 3.3 EMS VEHICLE FLEET.

Year	Vehicle Description	VIN	Plate
2014	Ford Explorer	1FM5K8AR9EGB63901	207
2019	Demers MX-170 Ambulance	1FDXE4FS9KDC24777	115
2019	Demers MX-170 Ambulance	1FDXE4FS2KDC24779	114
2019	Demers MX-170 Ambulance	1FDXE4FS0KDC33108	117
2019	Demers MX-170 Ambulance	1FDXE4FS8KDC33115	116
2019	Chevrolet Tahoe	1GNSKFKC3KR370815	201
2019	Chevrolet Tahoe	1GNSKFKC1KR369419	203
2020	Chevrolet Tahoe	1GNSKFEC9LR251275	202
2021	Ford E450 Type III Ambulance	1FDXE4FN5MDC18648	120
2021	Ford E450 Type III Ambulance	1FDXE4FN7MDC18649	118

2021	Ford E450 Type III Ambulance	1FDXE4RN7MDC16327	119
2022	Ford F550 Type I Ambulance	1FDUF5HN3NEE46100	121
2022	Ford F550 Type I Ambulance	1FDUF5HN5NEE51718	122
2022	Ford F550 Type I Ambulance	1FDUF5HN3NEE51717	123
2023	Ford F550 Type I Ambulance	1FDUF5HN6PDA10642	124
2023	Ford F550 Type I Ambulance	1FDUF5HN8PDA04258	125
2023	Ford F550 Type I Ambulance	1FDUF5HN9PED21802	126
2024	Ford F550 Type I Ambulance	Unk.	127
2023	Chevrolet Tahoe	1GNSKLED1PR178402	206
2024	UTV Ambulance Intimidator	A7BS592M5PB013926	210
2024	Chevrolet Silverado	3GCUD4ED1RG312927	209

### 3.4 RESTRICTIONS.

#### 3.4.1 BIDDER QUALIFICATIONS.

- A. Respondents must have the ability to perform all required preventative maintenance and repair services outlined herein. Any response not containing pricing for all service outlined on the Bidder Response Form will be rejected.
- B. In order to be eligible for optional contract renewals, Respondents must provide at least two (2) Level I Ambulance Technicians as certified by the Emergency Vehicle Technician Certification Commission prior to the end of the primary one-year term. Respondent must provide two (2) Level II Ambulance Technicians as certified by the Emergency Vehicle Technician Certification Commission by the end of the first renewal term. Respondents must provide two (2) level III (Master) Ambulance Technicians as certified by the Emergency Vehicle Technician Certification Commission during the second renewal term.

#### 3.4.2 CONDITIONS ON REQUIRED SERVICES.

- A. **OVERNIGHT STORAGE.** In the event any County-owned vehicle must stay at a shop's facility overnight, the shop must have the ability to secure said vehicle inside unless alternate arrangements have been made with County staff beforehand.
- B. **PRIORITY.** Due to staffing and equipment restraints, Cole County vehicles must receive top priority attention at all times with vehicle maintenance completed as soon as possible, defined under normal circumstances as 24-hours or less for common repairs and routine maintenance.

In the event that the County indicates its ability to provide emergency medical service is being or could be effected by an out-of-service fleet vehicle, the contractor will be required to provide immediate repairs, regardless of day or time.

- C. **PARTS.** Any preferred shop performing repairs on County vehicles will be required to obtain parts quotes from three (3) businesses and purchase the part(s) from the least expensive option. The parts invoice must be submitted with the shop's invoice to the County.

All replacement parts shall be new if not discussed and approved otherwise by the County prior to service. Further, parts shall 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 any vehicle manufacturer's warranty.

D. **REPAIRS.** Any repairs outside normal preventative maintenance must be pre-authorized. All repair estimates must be submitted to and approved by the County prior to the start of work per the established rates, discounts and labor and time guide manufacturer. Unauthorized repairs will not be paid. Any repairs covered under the manufacturer's warranty must be returned to the local authorized dealer service center. All charges shall be submitted to the County (for each visit, for each vehicle) outlining the following:

- Vehicle VIN
- Date work performed
- Vehicle Mileage at time of service/repair
- Date/time in and date/time out or completed
- Detailed description of type of service, hours, materials used, and the cost associated with each
- Parts invoice

3.4.3 **QUALITY OF WORK.** Any preferred shop performing work on County vehicles shall guarantee and warrant 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 after notification by the County.

3.4.4 **RECORDS.** The successful respondent must keep records by VIN, accessible to the County at any time, outlining the maintenance and service performed for each vehicle. These shall be kept for the life of the contract and turned over to the County at any such time as requested or said contract is terminated.

3.4.5 **HOURS OF OPERATION.** Cole County EMS 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).

3.5 **SERVICE.** The following outlines the specific requirements to be included in each service:

3.5.1 **PREVENTATIVE MAINTENANCE.** Routine preventative maintenance, including oil changes and services will be set up by appointment and must include the following:

A. **EVERY 5,000 MILES OR 250 HOURS:**

- New Oil (up to 7 Quarts on Gas Engines), oil filter and lubricate chassis including u-joints and suspension.
- Check and fill all fluid levels (including differentials and transfer case)
- Check air filter and clean, contact if replacement needed
- Drain water trap
- Rotate tires and check air pressure in all tires and add air if needed
- Check brake components
- Visually check front end, including sway-bar brackets, front end components, shocks and springs
- Visually look at all tires and measure tread depth, (notify if tread is near 4/32")
- Visually check heater hoses, radiator, power steering hoses, and transmission & Oil Cooler lines
- Check belts for cracks and proper tension
- Check antifreeze level and (coolant freeze temperature in season)
- Check undercarriage for leaks, visually inspect body mounts

- Check all exhaust
- Check all gauges, parking brake and wipers
- Inspect all lighting and mirrors
- Check Heater and A/C for proper function (in season)
- Check batteries, cables and connections, load test after 24 months
- Check hinges, doors, lights, etc.
- Lubricate components such as compartment hinges, latches, etc. and tighten screws.
- Clean and replace patient compartment air filter per manufacturer guidelines.

### 3.5.2 MILEAGE-BASED PREVENTATIVE MAINTENANCE.

- A. **EVERY 10,000 MILES OR 500 HOURS:**
  - Service fuel filter service and additive
  
- B. **EVERY 20,000 MILES OR 1,000 HOURS:**
  - Balance Tires
  
- C. **EVERY 30,000 MILES OR 1,500 HOURS:**
  - Service Transmission, change filter and new fluid
  - Differential fluid change/friction modifier
  - Radiator Coolant Flush
  
- D. **EVERY 50,000 MILES OR 2,500 HOURS:**
  - Service, clean EGR and Induction System
  
- E. **EVERY 75,000 MILES OR 3,750 HOURS:**
  - OEM Shock Replacement

**BID NUMBER 2025-01**  
**EXPERIENCE & REFERENCES**

To be considered qualified by the County for the work contemplated herein, please list a minimum of four (4) customer references that the County may contact to verify quality of work.

**REFERENCE ONE**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE TWO**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE THREE**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**REFERENCE FOUR**

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**ANTI-COLLUSION STATEMENT**

**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 NUMBER 2025-01**  
**BIDDER RESPONSE FORM**

**1. Preventative Maintenance 5,000 mile or 250 hours (Section 3.4.1):**

- New Oil (up to 10 Quarts on Duramax), oil filter and lubricate chassis including u-joints and suspension
- New Oil (up to 7 Quarts on Gas Engines), oil filter and lubricate chassis including u-joints and suspension.
- Check and fill all fluid levels (including differentials and transfer case)
- Check air filter and clean, contact if replacement needed
- Drain water trap
- Rotate tires and check air pressure in all tires and add air if needed
- Check brake components
- Visually check front end, including sway-bar brackets, front end components, shocks and springs
- Visually look at all tires and measure tread depth, (notify if tread is near 4/32")
- Visually check heater hoses, radiator, power steering hoses, and transmission & Oil Cooler lines
- Check belts for cracks and proper tension
- Check antifreeze level and (coolant freeze temperature in season)
- Check undercarriage for leaks, visually inspect body mounts
- Check all exhaust
- Check all gauges, parking brake and wipers
- Inspect all lighting and mirrors
- Check Heater and A/C for proper function (in season)
- Check batteries, cables and connections, load test after 24 months
- Check hinges, doors, lights, etc.
- Lubricate components such as compartment hinges, latches, etc. and tighten screws

**Diesel Engine Service.....** \$ \_\_\_\_\_

**Gas Engine Service .....** \$ \_\_\_\_\_

**2. Preventative Maintenance 10,000 mile or 500 hours**

- Service fuel filter service and additive

**Diesel Engine Service.....** \$ \_\_\_\_\_

**Gas Engine Service .....** \$ \_\_\_\_\_

**3. Preventative Maintenance 20,000 mile or 1,000 hours**

- Balance Tires

**Diesel Engine Service.....** \$ \_\_\_\_\_

**Gas Engine Service .....** \$ \_\_\_\_\_

**4. Preventative Maintenance 30,000 mile or 1,500 hours**

- Service Transmission, change filter and new fluid
- Differential fluid change/friction modifier
- Radiator Coolant Flush

**Diesel Engine Service.....** \$ \_\_\_\_\_

**Gas Engine Service .....** \$ \_\_\_\_\_

**5. Preventative Maintenance 50,000 mile or 2,500 hours**

- Service, clean EGR and Induction System

**Diesel Engine Service.....** \$ \_\_\_\_\_

**Gas Engine Service .....** \$ \_\_\_\_\_

**6. Preventative Maintenance 75,000 mile or 3,750 hours**

- OEM Shock Replacement

**Diesel Engine Service.....** \$ \_\_\_\_\_

**Gas Engine Service .....** \$ \_\_\_\_\_

7. **Parts Mark-up Percentage**..... \_\_\_\_\_ %

8. **Firm, Fixed Corrective Maintenance Labor Rate Normal Hours (per hour):**.....\$ \_\_\_\_\_

9. **Firm, Fixed Corrective Maintenance Labor Rate After Hours (per hour):** .....\$ \_\_\_\_\_

Cole County WILL NOT agree to any of the following fees or charges: Delivery costs for parts, EPA fees, cleaning supplies, shop fees, diagnostic fees, restocking fees, or storage fees of any type.

**Current Labor Time Guide Manufacturer:** \_\_\_\_\_

**Shop Hours:** M-F: \_\_\_\_\_ to \_\_\_\_\_; Sat: \_\_\_\_\_ to \_\_\_\_\_; Sun: \_\_\_\_\_ to \_\_\_\_\_

Do you agree to Cooperative Procurement (Section 2.29)?\*      Y / N

\*not an evaluation factor

Do you currently have any Emergency Vehicle Technicians?      Y / N

If not, would you be willing to certify one or more technicians?      Y / N

\_\_\_\_\_  
Business Name

**Affidavit of Compliance with Section 285.525-285.550 RSMo**

**For All Services in Excess of \$5,000.00**

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

) ss

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

I, \_\_\_\_\_, am an authorized agent of \_\_\_\_\_ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County of Cole. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program (signature page of the MOU with Homeland Security) is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

\_\_\_\_\_

Affiant

Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

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

***If bidder is an individual and does not have any employees of any sort, complete this section.***

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

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

**Sample E-Verify Memo of Understanding – MOU Electronic Signature Page**



**Company ID Number:** XXXXXXXX

**Approved by:**

<b>Employer</b> <i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023