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Appendix I
Individual recommendations to the working group

ORIGINAL

Submission

by DOT
Subcommittee

Andy Lindahl

November 3, 1999

To: Subcommittee, Privatization Taskforce Alaska DOT

Dear Subcommittee:

Our assignment is to focus on the State of Alaska DOT State Equipment Fleet. Our responsibility is to review possible areas of privatization that will have substantial real dollar cost savings, improve efficiency, productivity and services for the state equipment fleet.

One area that has real dollar cost savings to the state is the privatization of parts supply system, commonly referred to as integrated supply or an onsite store. Listed below are some of the real, measurable advantages of forming an onsite parts supply system for all light and heavy-duty parts and supplies for the state equipment fleet. The program must be flexible and designed to fit the needs of the state equipment fleet to accommodate demographics and any other special needs. It must fit the needs of the state.

- 1) **Savings: Cost of Funds:** The onsite store would own and manage the inventory, freeing up millions of dollars. The existing inventory would be issued and depleted at no charge to the state equipment fleet. The state would no longer have 2.6 Million dollars tied up in inventory.
- 2) **Savings: Cost of Obsolescence:** Obsolescence is a huge cost that would be eliminated and diverted to the onsite store (Normally, around 10% of inventory is obsolete). Furthermore, the risk of losses due to shrinkage would be eliminated and will be the responsibility of the onsite store.
- 3) **Savings: Part Acquisition Costs:** The State currently does not require a bid process for purchases under \$2500. Also, the State only bids on a state wide basis a few commodity items such as tire chains, oil products, nuts and bolts, etc. This is a token amount of what is purchased by the State equipment fleet. Are they really getting the best value (service, quality, and availability) for their buck? Onsite stores have a proven record of accomplishment for substantially reduced part acquisition costs.
- 4) **Savings: Administrative:** The onsite store would be responsible for all accounts payable and purchasing. The state would only cut one check to the onsite supplier. This would reduce a huge amount of accounts payable and purchasing expense to the state. The 1998 NIGP survey gives an average cost of \$100 to \$160 for government agencies to process a purchase order. This results in real cost savings of \$15,000 to \$24,000 per month for a vehicle

fleet of 500 vehicles. The administrative cost for the DOT was huge and way above the national average

- 5) **Savings: Data Processing:** The onsite supplier would be responsible for computerized inventory management and possibly fleet management maintenance software.
- 6) **Productivity Improvements: Mechanics:** An onsite supplier should be able to improve off the shelf demand up to 85% and next day service should be up to 95%. (Currently not measured by the state.) This increase in the service level will improve mechanic productivity (currently not tracked by the state) and efficiency in turn reducing equipment down times and other consequential costs. Improved productivity of in house resources may also reduce the number of outside repair jobs.
- 7) **Productivity Improvements: Miscellaneous:** Onsite supplier will provide disposal of used tires, batteries, motor oil, hydraulic fluid and antifreeze. In addition, the supplier should be able to provide free or low cost training to the mechanics to improve productivity. The supplier should provide all MSDS sheets.

An onsite store has tremendous cost savings and improved service to the State of Alaska. The results are higher quality parts and supplies at reduced prices delivered to the mechanics to improve shop productivity and efficiency.

Actual dollar savings can be researched for the State of Alaska equipment fleet for each of the above categories and be submitted. There are many existing onsite store locations operating throughout the country that can be visited or contacted for validation of effectiveness. In addition, there is numerous articles supporting onsite suppliers that are available for reference. Examples of requests for proposals are available to expedite the process.

Sincerely,

Andy Lindahl

Alan C.

October 4, 1999

Committee on Privatization

Recommendations for privatization of Alaska DOT/PF:

DOT/PF consists of over 3,000 persons with an estimated 750-persons in Design and Construction groups. DOT/PF is responsible for one of the largest budget sectors in the State. Historical information shows that DOT/PF costs to develop design and construction projects are in many cases over two times higher than skilled and knowledgeable Alaskan technical consultants. It is the opinion of many businesspersons that DOT/PF should be downsized to provide consistent leadership and expertise in the following technical areas:

- Historical documentation
- Record keeping
- Planning
- Management of bridge and road inspection
- Overall C.I.P. Project Management

It has also been suggested that DOT/PF should redefine their role in terms of actual FHWA requirements. The proposed procedure to perform this reorganization would be to form a core group acceptable to FHWA. The proposed approach would be as follows:

1. Define which FHWA functions must be supported by DOT/PF and those that can be out sourced.
2. Identify the minimal number of DOT/PF employees required to support the FHWA highway regulations and key State needs. DOT/PF C.I.P. program staffing levels are expected to reduce from the current level of about 750 persons to possible one-half that level and yet continue to provide quality and necessary services to the State.

3. Set up qualifications for key DOT/PF personnel. Carefully check personnel backgrounds to prevent intrusion of unqualified personnel and fraud.

Privatization summary

What should DOT be doing?

Maintain state highways and all components of the designated National Highway System.

Transfer responsibility of maintenance of other roadways and roadway facilities to the local communities where practical.

Consolidate all building functions either within DOT/PF or another department (possibly Administration).

Enter into agreements with regional non-profits, or borough governments to provide maintenance support for highways, aviation and public facilities to communities within those regions.

Work towards total project management. One project manager assigned to each project to carry a project all the way from planning, to environmental, to ROW acquisition and through design and construction.

Transfer airports to local port authorities or municipalities to the greatest extent possible.

Transfer harbor and port facilities to local port authorities or municipalities to the greatest extent possible.

Increase state gas tax from the current \$0.07/gal to \$0.20/gal for maintenance of the roads on a statewide and local level.

Pass legislation placing a priority on public interest and not union contracts.

Consider only subsidizing the Alaska Marine Highway System routes that are included in the state National Highway System inventory.

Look into privatizing, as a pilot project, a remote maintenance station and the stations responsible functions.

Restructure bridge design section to include only a chief bridge engineer and one or two project managers.

The General Fund budget to DOT/PF is approximately \$128 Million with \$28 Million going to the Alaska Marine Highway System. With only \$100 Million to work with, decreases in spending by privatization, increased efficiency and/or

decreases in department responsibility will create a limited amount of General Fund savings.

By far the biggest impact will be a transfer of the Category III roads to the communities in which they exist. While this appears to be a shifting of responsibility, placing an undo burden on the municipalities, in actuality, it is recognition that we as Alaskans are going to have to take responsibility for our roads at a local level. Federal funds do not go very far for maintenance, and if the existing situation lingers, we will find ourselves paying a statewide sales tax, gas tax and/or income tax to provide these local services. One way or another, eventually we will pay for maintenance of our roads.

Regardless of whether or not Alaskans choose to accept responsibility on a local level for roads, ports and airports. A recommendation is made to pursue an increase in the state gasoline tax and commit the revenue to maintenance of the state road system, with some sharing with local governments for maintenance of local roads.

We encourage the department to continue efforts in privatizing ROW services, design services, and to consider privatization of construction management services.

We encourage the department to reduce the size and scope of the bridge design section and retain the chief bridge design engineer, and one or two staff engineers to maintain the state bridge database and administer contracts for bridge inspection services, for bridge design services. Bridge design section should be based out of either Anchorage or Fairbanks to provide easier, less expensive access to the majority of state bridges.

We encourage the department to perform an efficiency review of the State Equipment Fleet to insure that the public interest is protected with respect to charges levied against other departments for vehicle rental and service rates. A mechanism should be established to accurately reflect the costs per vehicle for purchase, maintenance and operations for easy comparison with the private market. The department should consider letting a contracts for specific portions of fleet management or maintenance functions.

We also encourage the legislature to consider legislation that would permit the department more flexibility in privatization with respect to union contracts.

All of these recommendations are provided to assist the department in providing services to the state. The General Fund budget is currently inadequate to provide for the maintenance and operations of the basic infrastructure. Therefore, if no decrease in responsibility is directed by the legislature, the departments General Fund budget should be reviewed for possible increases to provide adequate service to the residents of Alaska.

Privatization Recommendations

Privatization should be incorporated into Design and Construction to consolidate and streamline the design build process as well as upper management. As with any Government organization there are excessive and redundant levels of management and the Alaska DOT & PF is no exception. Privatization can reduce the levels of bureaucracy if implemented correctly and improve the efficiency of the entire system.

Of all the organizations D&C is the simplest to privatize because all of the services they provide can be done by the private sector and a good percentage is currently under contract now. The Department's policy for Consultants now is to let private enterprise handle their work load peaks. For the benefits of privatization to come through there has to be a consistent flow of work, such as the entire spending program for Statewide Aviation.

I propose these recommendations for the committee to consider that will benefit the State and the Department.

#1 Bridge Design- The statewide Bridge Design section is currently located in Juneau for some obscure historical reason. This location is not cost effective, efficient, or convenient since a majority of the bridges in this state are not in the Southeast Region. Private design companies can design and stamp bridge plans relieving the State of potential liability. Currently a certain percentage of bridge designs (usually the more complex) are given to consultants.

Recommendation- let the private sector handle 100% of the bridge designs and the inspection program. Move the Chief Bridge Engineer and three of the Design Engineers to Anchorage for accessibility and oversight of the consultant provided bridge designs.

#2 Headquarter Materials vs. Regional Materials - Currently these are two distinct sections, Headquarter materials provides foundation and retaining wall materials investigations on a statewide basis, while each region has a materials section that provides centerline investigations for roadway and other projects. Each section has their own Engineers, Technicians, equipment, etc.

Recommendation- Consolidate Headquarter Materials and Regional Materials into one single Materials Section and let private practice have a larger share of the work. The Department should not have a drill rig and crew when there are several private drilling companies able to do the work. All foundation and retaining wall geotechnical reports should be done by private enterprise to avoid the liability issues associated with them.

#3 Aviation Privatization Pilot Program- Currently the DOT&PF performs its own statewide Airport designs and construction management in house with a hierarchy identical to the Highways program only much smaller in scale, probably in the order of 10%.

Recommendation- Take the statewide Aviation Program and allow private practice to provide planning, design and construction administration of all airport-related projects. The State will provide overview of the program and monitor and measure its success. Consultants have done much of the design work the Anchorage International already. Basically the rural airport design sector would become available to private practice.

#4 Southeast Region Highways Privatization Pilot Program- Each Region within the Department is responsible for its own Highways plan.

Recommendation- Let the Southeast Region operate their highway program with 100% consultants for planning, design and construction administration. Of the three programs the SE Region is the smallest

and easiest to manage. Another benefit is that all of the DOT&PF leadership is based in Juneau and will be able to see firsthand the pros & cons of the program and refine it for use in the other regions.

Appendix II
Example "Parts Store" RFP's

Company Name
Address
City, State, Zip Code
Phone Number

Date:

RFP Number:

Request for Proposal for Turnkey Parts Operation

The [REDACTED] is now accepting proposals for a Turnkey Parts Operation for the [REDACTED] Fleet Management Department.

Attached are copies of the specifications necessary to complete this proposal. Please review these specifications carefully. A pre-bid conference will be held on [REDACTED], in the [REDACTED]. Kindly bring a copy of the specifications with you at that time.

All proposals are due in the Office of the Purchasing Director, [REDACTED], no later than [REDACTED]. All proposals should be submitted in a sealed opaque envelope, plainly marked with the proposal number and service description, as follows:

"TURNKEY PARTS OPERATION; RFP #."

The [REDACTED] is an equal opportunity purchaser. All interested and qualified vendors are encouraged to bid.

Sincerely,

[REDACTED]
Purchasing Director

Section I

Instruction to Proposers

- 1.00 Introduction: **Insert Your Company Name** Fleet Department is seeking proposals to furnish a turnkey parts operation. The specifications for this proposal are contained in this document. Attention must be paid to all requested items contained in this "Competitive Sealed Proposal" request, hereinafter referred to as Request for Proposal (RFP). Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read the entire package before proposing. Proposers shall make the necessary entry in all blanks provided for the responses. The prices offered by the proposers shall be firm for acceptance for a period of ninety (90) days from the date of proposal opening. This solicitation is automatically canceled unless an extension is requested by the **Insert Your Insert Your Company Name** and accepted by the proposer. This entire set of documents constitutes the RFP. The proposer must return this document with all information necessary to properly analyze proposer's quotation in total and document with all information necessary to properly analyze proposer's quotation in total and in the same numerical order in which it was issued. Proposer's notes, exceptions and comments may be rendered on an attachment, provided the same format of this RFP text is followed. All proposals shall be returned in a sealed envelope with proposal number and opening date clearly stated on outside of envelope.
- 1.01 Scope: It is the intent of these specifications to grant to the proposer the right to furnish a Turnkey Parts Operation for the **Insert Your Insert Your Company Name** Fleet Department.
- 1.02 Proposal Opening: Sealed proposals will be accepted in accordance with the instructions detailed in the cover letter. At this time, the proposals will be considered closed. The Proposer shall file all documents necessary to support its proposal and include them with its proposal. The Proposer shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time for receipt of proposals.
- 1.03 Proposal Reservations: The **Insert Your Insert Your Company Name** reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary in order to complete the contract. The **Insert Your Insert Your Company Name** may consider any alternative proposal that meets its basic needs.

- 1.04 Liability: The **Insert Your Insert Your Company Name** is not responsible for any cost incurred by a Proposer in the preparation of proposals.
- 1.05 Changes/Alterations: Proposer may change or withdraw proposal at any time prior to proposal opening; however, no oral modifications will be allowed. Only telegrams, letters, or other formal written requests for modification or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by the **Insert Your Insert Your Company Name** prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Proposal."
- 1.06 Pre-Proposal Conference: A pre-proposal conference will be held on the date and the place specified in the cover letter. The purpose of the conference will be to provide interested Proposers with an oral presentation of the **Insert Your Insert Your Company Name**'s requirements, and to allow the presentation of questions. Therefore, it is important for all Proposers wishing to submit proposals to attend this function. Any information provided is not official unless reduced to writing by the Purchasing Department. Copies of the official information will be provided to all Proposers who received an RFP.
- 1.07 Financial Responsibility: The **Insert Your Insert Your Company Name** may consider the following financial information, or acceptable substitute, to establish Proposers' financial viability.
- 1.07.1 Most recent available audited financial statement or material that will indicate financial viability.
- 1.08 Award: The following factors will, at a minimum, be considered in contract award.
- 1.08.1 Proposer experience and ability to design, furnish and install satisfactorily operating systems.
- 1.08.2 Proposer responsiveness.
- 1.08.3 Financial strength.
- 1.08.4 Proof of insurability.
- 1.08.5 Overall approach to project.
- 1.08.6 List other successful installations in the United States including names and locations of facilities, contact persons and telephone numbers.
- 1.08.7 All other provisions of this RFP.

1.09 Clarification of Submittals: The **Insert Your Insert Your Company Name** reserves the right to obtain clarification of any point in a respondent submittal or to obtain additional information.

1.10 Proposer Questions and Inquiries: Proposers having questions and inquiries must direct them:

Insert Your Insert Your Company Name Fleet Management
Randy Goers
704-336-7653

1.11 Use of Name: The **Insert Your Insert Your Company Name** is not engaged in advertising, sales promotion, or other publicity purposes. No advertising, sales promotion, or other publicity materials containing information obtained from this proposal are to be mentioned, or imply the name of the **Insert Your Company Name**, without prior express written permission.

1.12 Submitted Quantities: Two copies of the proposal and supporting documents must be submitted with all proposals.

1.13 Bribery Clause: Prepares certifies that no employees of theirs, any affiliate or Subcontractor has bribed or attempted to bribe an officer of employee of the **Insert Your Company Name**.

1.14 Final Contract with Successful Prepares: Any or all statements contained in the proposal or made during negotiation (if applicable) shall become part of the final contract for services.

Section II

General Conditions

- 2.00 General: The following section of this RFP presents general requirements or facts that each proposer should be aware. These requirements of the RFP are not to be viewed as a formal agreement; they are presented to the potential Proposers a brief outline of the nature of the RFP. A formal agreement will be developed with the proposer who receives the award.
- 2.01 Compliance with, **Insert Your Company Name**, State and Federal Laws and Permit Requirements: The successful Proposer shall comply with all rules, regulations (health, fire and safety), laws and permitting requirements of the Company Name, Company Name, the State of **Insert State Name**, the Environmental Protection Agency (EPA) and the U.S. Government, now in force or hereafter to be adopted.
- 2.02 Licenses and Permits and Taxes: The successful Proposer shall abide by all ordinances and laws pertaining to this operation and shall secure, at his expense, all licenses and permits necessary for construction and operation of the systems. He shall also be solely responsible for payment of any and all taxes and permit fees.
- 2.03 The successful Proposer will design, furnish and install at its own risk, at the **Insert Your Insert Your Company Name** Garage, a system for turnkey parts operations.
- 2.04 The successful Proposer will design, construct and commission the system to the **Insert Your Insert Your Company Name** Fleet Management Department.
- 2.04.1 The successful Proposer will be responsible for obtaining all necessary construction and operation permits from local and state agencies.
- 2.05 Proposer's Insurance: The successful Proposer shall not commence any service in connection with the Agreement to be entered into until they have obtained all of the following types of insurance and such insurance has been approved by the **Insert Your Insert Your Company Name** Worker's Compensation, Public Liability and Property Damage and Subcontractor's Liability and Property Damage as outlined in paragraph 2.06 through 2.08. The successful Proposer shall not allow any subcontractor to commence service on their subcontract until all similar insurance required of the subcontractor has been obtained and approved.

All insurance policies shall be with insurers qualified and doing business in North Carolina. The [Insert Your Insert Your Company Name] shall be furnished proof of coverage of insurance by certificates of insurance accompanying the contract documents and shall name the [Insert Your Insert Your Company Name]. The successful Proposer shall provide the [Insert Your Insert Your Company Name] a thirty (30) day cancellation notice in the event this insurance coverage under the agreement to be entered into is canceled.

- 2.06 **Worker's Compensation Insurance:** The successful Proposer shall secure and maintain during the life of this Agreement to be entered into, worker's compensation insurance for all of their employees connected with the work on this project and, in case any work is sublet, the successful Proposer shall require the subcontractor similarly to provide worker's compensation insurance for all of the latter's employees unless such employees are covered by the protection afforded by the successful Proposer. Such insurance shall comply fully with [Insert State Name] Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation Statute, the successful Proposer shall provide, and cause each Subcontractor to provide, adequate insurance satisfactory to the [Insert Your Company Name], for protection of their employees not otherwise protected.

- 2.07 **Proposer's Public Liability and Property Damage Insurance:** The successful Proposer shall secure and maintain during the life of this Agreement to be entered into, comprehensive general liability and comprehensive automobile liability insurance and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operation be by themselves or by anyone directly or indirectly employed by them. The amount of such insurance shall be minimum as follows:

(a)	Bodily Injury Liability:	\$1,000,000 each accident
(b)	Automobile Property Damage Liability:	\$500,000 each accident
(c)	Property Damage Liability:	\$1,000,000 each accident
		\$1,000,000 aggregate
	operation	
		\$1,000,000 aggregate
	protective	
		\$1,000,000 aggregate
	contractual	

Insuring clause for both bodily injury and damage shall be amended to provide coverage on an occurrence basis.

2.08 Indemnification Rider: The successful Proposer agrees to indemnify and save harmless the **[Insert Your Company Name]**, its agents, or employees, from and against all loss or expense (including cost and attorney's fees) by reason of liability for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or damage to property, including loss of use thereof, arising out of or in consequences or the performance under the agreement to be entered into whether such injuries to persons or damage to property is due or claimed to be done to the negligence of the Proposer, his/her subcontractor, the **[Insert Your Company Name]**, their agents or employees, except only such injury or damage as shall have been occasioned by the sole negligence of the **[Insert Your Company Name]**. Compliance with the foregoing requirements shall not relieve the Proposer of its liability and obligations under this section or under any other portion of this contract. Proposers regulated by the Public Service Commission are required to respond by stating what provisions of their tariff satisfy the requirements of this paragraph.

Section III

Technical Requirements

3.00 Purpose

Insert Your Insert Your Company Name is seeking proposals from firms qualified to provide a Turnkey Parts Operation for the Fleet Management Department.

3.01 Background

The Fleet Management Parts Division carries approximately 2000 line items valued at \$1,000,000. The Parts Division is located in the Fleet Management facility located at 900 W. 12th Street, **Insert Your Insert Your City**, North Carolina.

3.02 Scope of Services

The selected vendor shall provide staffing, management and parts necessary to run an efficient and effective parts operation that covers all hours worked by Fleet Management. Operating hours at Fleet Management are Monday through Friday 07:30 to 18:00. Saturdays and holidays from 07:00 to 15:00. All parts, including lubricants, necessary to maintain the **Insert Your Company Name**'s fleet will be covered by the resulting contract.

Specifics to be provided:

3.02.1 Inventory control over all parts and equipment necessary to provide 80% of the parts requirements within one hour of the request and 90% within four hours.

3.02.2 All parts will be the property of the selected vendor per the **Insert Your Company Name**'s terms and conditions. The **Insert Your Insert Your Company Name** may maintain ownership of older specialized inventory.

3.02.3 Billing to the **Insert Your Insert Your Company Name** for items used will be on a monthly basis.

3.02.4 Comprehensive reports on the parts activity, including cost and inventory in stock and currently on order will be provided to Fleet Management on a weekly basis. Some activity items will be required on a daily basis, such as lost sales, back orders and number-of-days on order.

3.02.5 Procurement of sock and non-stock parts, supplies and shop equipment for resale to the **Insert Your Company Name**.

3.02.6 Outside maintenance services (labor and parts) warranty labor and parts as required by Fleet Management.

Proposal submitted should address how these services will be provided. Also, the following items should be addressed:

3.02.7 The successful vendor shall inventory the present stock of **Insert Your Company Name**-owned parts and supplies and mark each item for sale back to the **Insert Your Company Name** on a no-charge basis as requisitioned by Fleet Management. Original equipment quality parts, supplies and equipment or the equivalent or better are required. A minimum of Grade 8 as required on all fasteners. All hydraulic equipment and parts must meet JIC and SAE specifications. The **Insert Your Company Name** reserves the right to inspect the quality, materials, supplies and equipment and to reject items deemed inferior (e.g., not meeting OE standards or better). The vendor may use a bar coding system to identify and track all parts. The system (if used) will be readable by the computer system used by the vendor and integrated with the system's inventory control plan.

The **Insert Your Company Name** will work with the successful vendor throughout the contact period to determine the parts, supplies and equipment to carry in inventory. This determination may be based on usage, fleet size, critically of the part(s), ordering, turnaround time or any combination of these factors.

3.02.8 The successful vendor shall evaluate the present inventory of parts monthly to identify:

- a. Obsolete vehicle parts that should be taken out of stock. These parts will be presented to the **Insert Your Company Name** for analysis.
- b. Vehicle parts that should remain in stock, and/or be increased or decreased due to usage history.
- c. Warranty parts.

3.02.9 The vendor shall use a computer system to control and report on inventory operations. The vendor will utilize computer hardware and software system capable of monitoring and reporting: parts on hand, on order, back order, usage, costs, and complete repair order information on vehicles and equipment (including history data and billing information). This information will be used by the vendor as well as Fleet Management to monitor usage and cost. The **Insert**

[Insert Your Company Name] reserves the right to ask for all reports considered necessary to monitor the contractor's operation and to receive them on whatever frequency needed (i.e. daily, weekly or monthly).

- 3.02.10 The successful vendor will provide sufficiently trained, knowledgeable and service-oriented personnel to efficiently and effectively operate the total parts function as detailed. Note: During emergencies, the **[Insert Your Company Name]** operates on a 24-hour basis.

The vendor will be responsible for hiring, staffing, promoting, transferring and dismissal of all employees needed for this operation. Fleet Management will interview and must agree on the parts manager or supervisor selected by the vendor. Also the vendor shall be responsible for all taxes, fringe benefits and training for all personnel needed for the performance of the resulting contract. Fleet Management reserves the right to demand that the vendor discipline/dismiss any employee that is deemed detrimental to the parts operation. The vendor must comply with all such requests. The manpower plan proposed by the vendor must be submitted to the **[Insert Your Company Name]** for approval.

3.02.11 Facility Requirements:

Fleet Management will provide the parts storage area of the facility **[Insert Your Company Address]** to the successful vendor free of charge. This includes heat, electricity, water, restrooms, break phone, phone, fax, copier, office furniture (such as desks and chairs) and parts shelving.

The vendor will exercise total control/responsibility of the stockroom. No one may enter the facility without the permission of the vendor's management personnel. Building Maintenance will retain access to the area for maintenance requirements on the building or systems and for emergency repairs.

3.02.12 Inventory Requirements:

The vendor will install a terminal at Fleet Management's parts section that provides on-line inventory information to vendor-owned warehouse outside the Fleet Management facility. The vendor must have use of an adequate computer system and should have access

to sufficient inventory within the [Insert Your Company Name] area by vendor's own warehouse, or by negotiation with one or several local parts operations to supply the majority needs. Response time is crucial. Consequently, this backup inventory must be located in or near [Insert Your Company Name] to provide quick service.

3.02.13 Vendor Marketing Proposal

Vendor to provide the following information:

1. Number of stocked items in local warehouse.
2. Response time to parts request.
3. Vendor's normal delivery schedule from: 1) local warehouse to store (i.e., [Insert Your Company Name] facility); and 2) regional warehouse to store. Additionally, vendor to state normal delivery time for emergency parts deliveries for locally available parts (both from vendor and non-vendor stock).
4. Marketing plan for store; e.g., inventory levels, inventory levels, inventory analysis, OEM parts purchases, etc.
5. Proposed staff level, job description, and vendor-provided equipment (e.g., terminals, trucks, etc.)
6. Cost accounting:
 - a. Vendor shall be responsible for all costs associated with providing inventory, pickup/delivery, personnel and administrative costs to operate store.
 - b. Vendor to define the cost accounting methodology to be used to recover costs referenced in 6a. Vendor to provide [Insert Your Company Name] with current verifiable price schedules of all [Insert Your Company Name] purchased parts/ supplies during contact period if methodology involves a cost plus basis.
7. Hours of operation:
 - a. Normal - Monday through Friday 07:30 to 18:00
 - Saturdays/Holidays (10 [Insert Your Company Name] Holidays) 07:30 to 15:00
 - b. Emergencies - Vendor to state in the Vendor Marketing Proposal their ability to support the Fleet Management Department during any emergency.

Note: All potential bidders are encouraged to be very specific and detailed in their response to this section since the responses to this section will be judged very heavily in the selection process.

3.02.14 Parts and Service Charge Method:

Parts, transportation charges, labor and other applicable items (specified in proposal submitted) shall be calculated on a monthly basis and be due the first week following the end-of-the month. The report shall contain a complete account of all activity for the month ending, cost of parts sold to the [Insert Your Company Name] and cost of transportation and special shipping (for special order requests) on direct charge and/or non-stock items. The [Insert Your Company Name] will not pay freight charges on stock parts or parts available in the [Insert Your Company Name] area, nor will stock part premium prices be paid if vendor is not adhering to the established reorder plan.

3.02.15 Other Requirements:

The vendor must demonstrate financial stability and capability to support the financial burden of operating such a system.

No part(s) shall be issued to [Insert Your Company Name] personnel without a properly executed work order. A receipt for parts supplied will be given to each mechanic for each work order requisition for parts or supplies. The receipt shall contain specific vehicle information on it. A second copy will be sent to the Fleet Management's administrative section.

[Insert Your Company Name] employees will NOT be allowed to purchase parts or supplies from the operation located on [Insert Your Company Name] property.

Machine shops services will include labor, parts and testing as required.

Any comments, questions or concerns will be reported directly to the [Insert Your Company Name]'s Fleet Management Director, [Insert Your Name].

The successful vendor shall provide training to mechanics as deemed appropriate for use of new or current products. The cost, if any, for such training will be mutually agreed upon between the [Insert Your Company Name] and the successful vendor.

A comprehensive monthly report of all activities will be due by the fifth working day of the following month. The [Insert Your Company Name] will define the information required.

The [Insert Your Company Name] reserves the right to purchase parts from other sources if the vendor cannot obtain the desired part(s) within a four hour period (upon order) and in emergency situations,

the [REDACTED] can procure parts immediately, if the vendor cannot supply the part(s) in the desired time-frame. The vendor will be responsible for any costs above the cost specified in the contract in such cases. Additional charges incurred in this case will be deducted from the monthly billing to the [REDACTED].

Vendor to state commercial warranties available to [REDACTED] and the terms/conditions for parts purchased from vendor.

3.03 Format Required

The proposal must be presented in tabs as described in the paragraphs that follow. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. IF publications are supplied by the contractor to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the selection committee. Proposals not providing this reference include in the additional documents.

3.03.1 Statement of the Project: State in concise terms, your understanding of the project presented by the RFP.

3.03.2 Management Summary: Include a narrative description of the proposed offer and list of services that will be rendered.

3.03.3 Project Approach: Describe in narrative form the technical plan for accomplishing the work and the service that will be provided. Include time frames from beginning to completion, the resource requirements you anticipated from Fleet Management staff and equipment and other capabilities your firm possesses. Include proposed: level of inventory, accessibility to inventory at remote locations, response time, computer system description, implementation plan, and any other information that impacts your firm's ability to provide the service outlines in section 3.02.

3.03.4 References: Provide a list of projects of a similar nature that your firm has completed or is currently working, with references. Also provide a detail of the history of your firm.

3.03.5 Cost of Proposed Services: Provide a method of charging and an estimated cost for the proposed services. The method of charging shall be provided in complete detail. If your proposal references discounts from trade price lists, include a copy of any such list. BE

SPECIFIC on how the costs were calculated (i.e., include labor, administrative overhead, etc.).

Proposal will include base figure definition from which discounts are calculated.

3.04 Schedule

REDACTED desires that the successful proposer take over the parts operation within thirty (30) days of the execution of this contract.

3.05 Pre-Proposal Conference

There will be a conference to discuss this RFP on **REDACTED**.

3.06 Submission

Vendors should submit an original of their proposal, signed by the vendor's contractually binding authority.

3.06.1 All proposals must be sealed and labeled (on the outside of sealed container) to show the following:

1. Proposal for Parts Operation
2. Name of Vendor
3. Address of Vendor

3.06.2 All proposals should include a transmittal letter that lists the following:

1. Contact Person for Submittal
2. Telephone Number of Contact Person
3. Mailing Address of Contact Person

3.06.3 All proposals are to be addressed and delivered by the date and time specified on the cover to:

REDACTED
REDACTED

3.07 Closing Date

To be considered, a proposal must arrive at the issuing office on or before **REDACTED**. Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their

proposals. Vendors must submit a complete response this request for proposal (RFP) using the format outlined. No other distribution of proposals will be made by the vendor. Materials or information received from a prospective vendor as a result of a request by the Purchasing Officer shall not be considered a violation of this paragraph.

3.08 Substantive Nature of Proposals

Proposals that are not substantive may be considered non-responsive. It is not sufficiently for the vendor to address the proposal in general terms or in terms other than those outlined in the proposal. The format of the proposal must be as outlined. Proposal should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP.

3.09 Evaluation and Selection Process

3.09.1 Opening of Proposal - At the designated time and date, [REDACTED] [REDACTED] Purchasing Department will open and list the proposals. The proposal will then be forwarded to Fleet Management to initiate review and recommendation. Responses received after November 22, 1999 will be deemed non-responsive and will be returned unopened.

3.09.2 Evaluation - During the evaluation phase, proposals are reviewed by the Fleet Management Department to ascertain which proposals address all requirements of RFP.

Proposals determined to be technically non-responsive or not as responsive as other proposals, are eliminated at this point. Once the qualified vendors have been determined, the Fleet Management Department may interview selected vendors to clarify specific matters presented in the proposals. These discussions will allow the vendor to elaborate on his/her proposal and to request other pertinent information. The Fleet Management Department will use information gained during these discussions, and information presented in the proposal, to rank contractors in accordance with criteria stated in the RFP. The selected vendor will be required to assume responsibility for all services offered in his/her proposal. Further, [REDACTED] will consider the selected vendor to be the sole point of contact with regard to contractual matters.

3.10 General Selection Criteria

After receipt of proposals, the following evaluation criteria and weighing factors in selecting the firms for negotiation and recommendation for award of contract(s):

<u>Criteria</u>	<u>Weight</u>
3.10.1 Providing Similar Services	Experience 30%
3.10.2 Capabilities	Inventory 25%
3.10.3 Implementation Plan	5%
3.10.4 3.10.5 Accessibility/Response Time	Cost 15% 25%

3.11 Employment Opportunities

REGIONS COMPANY encourages vendors to consider the employment of employees affected by the vendors' provision of the parts operation.

Section IV

Terms and Conditions

4.0 Rejection of Proposal

Insert Your Company Name reserves the right to reject any and all proposals. **Insert Your Company Name** reserves the right to negotiate with the selected offer or in order to best serve the needs of the **Insert Your Company Name**, in respect to both cost effectiveness as well as comprehensive program design.

4.1 Submittal

All proposals must be in the format required in this Request for Proposals. Non-conformance may be the reason to declare to proposal non-responsive.

4.2 Return of Proposal

Insert Your Company Name advises that all proposals submitted under this RFP will become the property of **Insert Your Company Name** and will not be returned. However, if any portion of the proposal is marked "proprietary" and is highlighted, this portion can be returned after the award of contract, if required.

Budgets and price quotations are considered public information in proposals submitted to Company Name. Classifying budgets and price quotations as "proprietary" or "confidential" may render the proposal non-responsive. Classifying aspects of the proposal that are not trade secrets or proprietary, may also render the proposal non-responsive.

4.2 Advertising Clause

It is understood and agreed that, in the event the contract is awarded for the supplies, equipment, or services included in this Request for Proposals, no indications of such sales or services to **Insert Your Company Name** will be used in any way in product literature or advertising unless with written approval of **Insert Your Company Name**.

4.3 Standard Contract

The selected vendor will be expected to enter into an agreement as contained in the **Insert Your Company Name**'s standard contract.

4.4 Cancellation

Any resulting contract shall be subject to cancellation by either party upon ninety (90) days' written notice, one to the other. (Insert Your Company Name reserves the right to buy back all vendor inventory on Insert Your Company Name premises at the vendor's cost if the termination should occur.)

4.5 Assignment and Subcontracting

Work under any subsequent contract is not to be subcontracted without prior written consent of the Fleet Management Department.

4.6 Audit

Insert Your Company Name reserves the right to review all of the vendor's files associated with a subsequent contract where payments are based on contractor's record of time, salaries, materials or actual expenses, on demand and without notice. This same clause will apply to any subcontractor assigned to this project.

4.7 Insurance

Vendor shall furnish to Insert Your Company Name evidence of insurance for general liability with products and completed operations, or garage liability, which included the above coverage, with limits of at least one million. Vendor shall also furnish evidence of at least one million insurance for automobile liability, and at least one hundred thousand for employees' dishonesty insurance on all applicable policies. The vendor will be held responsible for insurance on all parts inventory under his ownership. The vendor shall agree to waive subrogation in the vent of a property loss caused by the Insert Your Insert Your Company Name or its employees. The vendor shall also furnish a copy of its workers' compensation policy.

The vendor also agrees to defend, save harmless and indemnify the Insert Your Insert Your Company Name from and against all claims for damages against the Insert Your Insert Your Company Name

Additionally, the vendor agrees to defend, save harmless and indemnify the Insert Your Insert Your Company Name from and against all claims for damages against the Insert Your Insert Your Company Name allegedly caused, or efficiently contributed by, by his/her intentional failure to perform to the terms and conditions of this contract.

The vendor shall furnish an original Certificate of Insurance naming the [REDACTED] as additional insurance. This will be required upon signing the contract. It is not necessary to include this with your proposal. Also, the [REDACTED] reserves the right to negotiate the specific insurance needs. If your firm wishes to make exceptions to the [REDACTED]'s Insurance requirements, please specify these exceptions in your proposal.

4.8 Availability of Funds

It is understood and agreed between parties to any agreement resulting from this Request for proposal that the [REDACTED] shall be bound hereunder only to the extent of funds available or which may hereafter become available for the purpose of this agreement.

It is further understood and agreed between the parties to any agreement resulting from this request for Proposal that the [REDACTED]

4.9 Invoicing

The successful proposer shall submit itemized invoices in two copies, identifying each item billed.

4.10 Option to Review

The [REDACTED] may renew this contract in one-year intervals, up to, but not to exceed five consecutive renewals by writing to the selected vendor requesting such renewal.

4.11 OEM Repairs

In cases where equipment is sent to a commercial shop, where labor and parts are included in the repair, the [REDACTED] reserves the right to procure these parts directly from the commercial vendor performing the repairs.

Section V

Required Contents of Proposal

- 4.00 Proposal Contents: Each Proposer must submit in its proposal response the following information:
 - 4.01 Overall approach to providing a turnkey parts operation for Company Name.
 - 4.01.1 Proposer's history in the design and installation of such systems.
 - 4.01.2 Equipment to be provided.
 - 4.01.3 Service(s) to be provided.
 - 4.02 Proposal forms included:
 - 4.02.1 Warranty and Service commitments.
 - 4.02.2 Proposer and insurance agent statement.
 - 4.03 Other required information
 - 4.03.1 Evidence of financial viability.
 - 4.03.2 A minimum of three (3) current references complete with names, addresses, telephone numbers of clients who have utilized Proposer's services.
- 4.04 Any exceptions to this RFP.
- 4.05 Timeframe schedule of operations.

Section VI - Forms

Proposal Forms

- 6.00 The following forms must be completed in full, prior to the [REDACTED] [REDACTED] considering the proposal of any interested parties.

To: Company Name

Prosper hereby offers to enter into an agreement with [REDACTED] [REDACTED], to install and operate a turnkey parts operation at [REDACTED] [REDACTED] Fleet Management.

- 6.01 Cost of Services:

- 6.02 Submitted by:

Proposer: _____

Signed: _____

Name: _____
(Print)

Address: _____

City/State: _____

Telephone: _____
Area Code

Fax: _____
Area Code

Attest: _____

It is understood by the Proposer that the [REDACTED] [REDACTED] reserves the right to reject any and all proposals, to make awards on all items or on any items according to the best interest of the [REDACTED] [REDACTED], to waive formalities, technicalities, and inequalities, to recover and re-bid this RFP.

Mecklenburg County

**NORTH CAROLINA
OFFICE OF THE PURCHASING DIRECTOR
600 EAST FOURTH STREET
CHARLOTTE, NORTH CAROLINA 28202
(704) 336-2256**

Date: 10-19-94

RFP Number: 95.121.11-22

Request for Proposal for Turnkey Parts Operation

The City of Charlotte is now accepting proposals for a Turnkey Parts Operation for the Mecklenburg County Fleet Management Department.

Attached are copies of the specifications necessary to complete this proposal. Please review these specifications carefully. A pre-bid conference will be held on November 8, 1994 at 10:00 a.m., in the 9th Floor Purchasing Conference Room, CMGC Building, 600 East 4th Street, Charlotte, North Carolina 28202. Kindly bring a copy of the specifications with you at that time.

All proposals are due in the Office of the Purchasing Director, 9th Floor, Charlotte-Mecklenburg Government Center Building, 600 East Fourth Street, Charlotte, North Carolina 28202, no later than 2:00 p.m. on November 22, 1994. All proposals should be submitted in a sealed opaque envelope, plainly marked with the proposal number and service description, as follows:
"TURNKEY PARTS OPERATION; RFP #95.121.11-22."

The City of Charlotte is an equal opportunity purchaser. All interested and qualified vendors are encouraged to bid.

Sincerely,

**Gregory Spearman, CPPO
Purchasing Director**

GKS/gls

Cc: Randy Goers, Fleet Management Director
Fred Stallings, Purchasing Agent

Section I

Instruction to Proposers

- 1.00 Introduction: Mecklenburg County Fleet Department is seeking proposals to furnish a turnkey parts operation. The specifications for this proposals are contained in this document. Attention must be paid to all requested items contained in this "Competitive Sealed Proposal" request, hereinafter referred to as Request for Proposal (RFP). Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read the entire package before proposing. Proposers shall make the necessary entry in all blanks provided for the responses. The prices offered by the proposers shall be firm for acceptance for a period of ninety (90) days from the date of proposal opening. This solicitation is automatically canceled unless an extension is requested by the County and accepted by the proposer. This entire set of documents constitutes the RFP. The proposer must return this document with all information necessary to properly analyze proposer's quotation in total and document with all information necessary to properly analyze proposer's quotation in total and in the same numerical order in which it was issued. Proposer's notes, exceptions and comments may be rendered on an attachment, provided the same format of this RFP text is followed. All proposals shall be returned in a sealed envelope with proposal number and opening date clearly stated on outside of envelope.
- 1.01 Scope: It is the intent of these specifications to grant to the proposer the right to furnish a Turnkey Parts Operation for the County Fleet Department.
- 1.02 Proposal Opening: Sealed proposals will be accepted in accordance with the instructions detailed in the cover letter. At this time, the proposals will be considered closed. The Proposer shall file all documents necessary to support its proposal and include them with its proposal. The Proposer shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time for receipt of proposals.
- 1.03 Proposal Reservations: The County reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary in order to complete

the contract. The County may consider any alternative proposal that meets its basic needs.

- 1.04 Liability: The County is not responsible for any cost incurred by a Proposer in the preparation of proposals.
- 1.05 Changes/Alterations: Prosper may change or withdraw proposal at any time prior to proposal opening; however, no oral modifications will be allowed. Only telegrams, letters, or other formal written requests for modification or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by the County prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Proposal."
- 1.06 Pre-Proposal Conference: A pre-proposal conference will be held on the date and the place specified in the cover letter. The purpose of the conference will be to provide interested Proposers with an oral presentation of the County's requirements, and to allow the presentation of questions. Therefore, it is important for all Proposers wishing to submit proposals to attend this function. Any information provided is not official unless reduced to writing by the Purchasing Department. Copies of the official information will be provided to all Proposers who received an RFP.
- 1.07 Financial Responsibility: The County *may* consider the following financial information, or acceptable substitute, to establish Proposers' financial viability.
 - 1.07.1 Most recent available audited financial statement or material that will indicate financial viability.
- 1.08 Award: The following factors will, at a minimum, be considered in contract award.
 - 1.08.1 Proposer experience and ability to design, furnish and install satisfactorily operating systems.
 - 1.08.2 Proposer responsiveness.
 - 1.08.3 Financial strength.
 - 1.08.4 Proof of insurability.
 - 1.08.5 Overall approach to project.
 - 1.08.6 List other successful installations in the United States including names and locations of facilities, contact persons and telephone numbers.
 - 1.08.7 All other provisions of this RFP.

1.09 Clarification of Submittals: The County reserves the right to obtain clarification of any point in a respondent submittal or to obtain additional information.

1.10 Proposer Questions and Inquiries: Proposers having questions and inquiries must direct them:

Mecklenburg Fleet Management
Randy Goers
704-336-7653

1.11 Use of Name: The County is not engaged in advertising, sales promotion, or other publicity purposes. No advertising, sales promotion, or other publicity materials containing information obtained from this proposal are to be mentioned, or imply the name of the County, without prior express written permission.

1.12 Submitted Quantities: Two copies of the proposal and supporting documents must be submitted with all proposals.

1.13 Bribery Clause: Proposer certifies that no employees of theirs, any affiliate or Subcontractor has bribed or attempted to bribe an officer or employee of the County.

1.14 Final Contract with Successful Proposer: Any or all statements contained in the proposal or made during negotiation (if applicable) shall become part of the final contract for services.

1.15 MWBE Participation: This project has a goal of 10% MBE participation and 5% WBE participation. An MWBE utilization commitment form is provided in this document.

Section II

General Conditions

- 2.00 General: The following section of this RFP presents general requirements or facts which each proposer should be aware. These requirements of the RFP are not to be viewed as a formal agreement; they are presented to the potential Proposers a brief outline of the nature of the RFP. A formal agreement will be developed with the proposer who receives the award.
- 2.01 Compliance with City, County, State and Federal Laws and Permit Requirements: The successful Proposer shall comply with all rules, regulations (health, fire and safety), laws and permitting requirements of the City of Charlotte, Mecklenburg County, the State of North Carolina, the Environmental Protection Agency (EPA) and the U.S. Government, now in force or hereafter to be adopted.
- 2.02 Licenses and Permits and Taxes: The successful Proposer shall abide by all ordinances and laws pertaining to this operation and shall secure, at his expense, all licenses and permits necessary for construction and operation of the systems. He shall also be solely responsible for payment of any and all taxes and permit fees.
- 2.03 The successful Proposer will design, furnish and install at its own risk, at the County Garage, a system for turnkey parts operations.
- 2.04 The successful Proposer will design, construct and commission the system to the County Fleet Management Department.
- 2.04.1 The successful Proposer will be responsible for obtaining all necessary construction and operation permits from local and state agencies.
- 2.05 Proposer's Insurance: The successful Proposer shall not commence any service in connection with the Agreement to be entered into until they have obtained all of the following types of insurance and such insurance has been approved by the County (Worker's Compensation, Public Liability and Property Damage and Subcontractor's Liability and Property Damage as outlined in paragraph 2.06 through 2.08. The successful Proposer shall not allow any subcontractor to commence service on their subcontract until all similar insurance required of the subcontractor has been obtained and approved. All insurance policies shall be with insurers qualified and doing business in North Carolina. The County shall be furnished proof of coverage of insurance by certificates of insurance

accompanying the contract documents and shall name the County as an additional named insured. The successful Proposer shall provide the County a thirty (30) day cancellation notice in the event this insurance coverage under the agreement to be entered into is canceled.

2.06 **Worker's Compensation Insurance:** The successful Proposer shall secure and maintain during the life of this Agreement to be entered into, worker's compensation insurance for all of their employees connected with the work on this project and, in case any work is sublet, the successful Proposer shall require the subcontractor similarly to provide worker's compensation insurance for all of the latter's employees unless such employees are covered by the protection afforded by the successful Proposer. Such insurance shall comply fully with North Carolina Worker's Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation Statute, the successful Proposer shall provide, and cause each Subcontractor to provide, adequate insurance satisfactory to the County, for protection of their employees not otherwise protected.

2.07 **Proposer's Public Liability and Property Damage Insurance:** The successful Proposer shall secure and maintain during the life of this Agreement to be entered into, comprehensive general liability and comprehensive automobile liability insurance and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operations under this agreement whether such operation be by themselves or by anyone directly or indirectly employed by them. The amount of such insurance shall be minimum as follows:

(a) Bodily Injury Liability:	\$1,000,000 each accident
(b) Automobile Property Damage Liability:	\$500,000 each accident
(c) Property Damage Liability:	\$1,000,000 each accident
	\$1,000,000 aggregate
operation	
	\$1,000,000 aggregate
protective	
	\$1,000,000 aggregate
contractual	

Insuring clause for both bodily injury and damage shall be amended to provide coverage on an occurrence basis.

2.08 **Indemnification Rider:** The successful Proposer agrees to indemnify and save harmless the County, its agents, or employees, from and against all loss or expense (including cost and attorney's fees) by reason of liability

for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or damage to property, including loss of use thereof, arising out of or in consequences or the performance under the agreement to be entered into whether such injuries to persons or damage to property is due or claimed to be done to the negligence of the Proposer, his/her subcontractor, the County, their agents or employees, except only such injury or damage as shall have been occasioned by the sole negligence of the County. Compliance with the foregoing requirements shall not relieve the Proposer of its liability and obligations under this section or under any other portion of this contract. Proposers regulated by the Public Service Commission are required to respond by stating what provisions of their tariff satisfy the requirements of this paragraph.

Section III

Technical Requirements

3.00 Purpose

Mecklenburg County is seeking proposals from firms qualified to provide a Turnkey Parts Operation for the Fleet Management Department.

3.01 Background

The Fleet Management Parts Division carries approximately 2000 line items valued at \$1,000,000. The Parts Division is located in the Fleet Management facility located at 900 W. 12th Street, Charlotte, North Carolina.

3.02 Scope of Services

The selected vendor shall provide staffing, management and parts necessary to run an efficient and effective parts operation that covers all hours worked by Fleet Management. Operating hours at Fleet Management are Monday through Friday 07:30 to 18:00. Saturdays and holidays from 07:00 to 15:00. All parts, including lubricants, necessary to maintain the County's fleet will be covered by the resulting contract.

Specifics to be provided:

- 3.02.1 Inventory control over all parts and equipment necessary to provide 80% of the parts requirements within one hour of the request and 90% within four hours.
- 3.02.2 All parts will be the property of the selected vendor per the County's terms and conditions. The County may maintain ownership of older specialized inventory.
- 3.02.3 Billing to the County for items used will be on a monthly basis.
- 3.02.4 Comprehensive reports on the parts activity, including cost and inventory in stock and currently on order will be provided to Fleet Management on a weekly basis. Some activity items will be required on a daily basis, such as lost sales, back orders and number-of-days on order.
- 3.02.5 Procurement of sock and non-stock parts, supplies and shop equipment for resale to the County.
- 3.02.6 Outside maintenance services (labor and parts) warranty labor and parts as required by Fleet Management.

Proposal submitted should address how these services will be provided. Also, the following items should be addressed:

3.02.7 The successful vendor shall inventory the present stock of County-owned parts and supplies and mark each item for sale back to the County on a no-charge basis as requisitioned by Fleet Management. Original equipment quality parts, supplies and equipment or the equivalent or better are required. A minimum of Grade 8 as required on all fasteners. All hydraulic equipment and parts must meet JIC and SAE specifications. The County reserves the right to inspect the quality, materials, supplies and equipment and to reject items deemed inferior (e.g., not meeting OE standards or better). The vendor may use a bar coding system to identify and track all parts. The system (if used) will be readable by the computer system used by the vendor and integrated with the system's inventory control plan.

The County will work with the successful vendor throughout the contact period to determine the parts, supplies and equipment to carry in inventory. This determination may be based on usage, fleet size, critically of the part(s), ordering, turnaround time or any combination of these factors.

3.02.8 The successful vendor shall evaluate the present inventory of parts monthly to identify:

- a. Obsolete vehicle parts that should be taken out of stock. These parts will be presented to the County for analysis.
- b. Vehicle parts that should remain in stock, and/or be increased or decreased due to usage history.
- c. Warranty parts.

3.02.9 The vendor shall use a computer system to control and report on inventory operations. The vendor will utilize computer hardware and software system capable of monitoring and reporting: parts on hand, on order, back order, usage, costs, and complete repair order information on vehicles and equipment (including history data and billing information). This information will be used by the vendor as well as Fleet Management to monitor usage and cost. The County reserves the right to ask for all reports considered necessary to monitor the contractor's operation and to receive them on whatever frequency needed (i.e. daily, weekly or monthly).

Vendor shall be responsible for the data input to Fleet Management's GTE Fleet Tracker parts module. The input shall be

made as a component of the parts charges for each work order submitted to vendor.

- 3.02.10 The successful vendor will provide sufficiently trained, knowledgeable and service-oriented personnel to efficiently and effectively operate the total parts function as detailed. Note: During emergencies, the County operates on a 24-hour basis.

The vendor will be responsible for hiring, staffing, promoting, transferring and dismissal of all employees needed for this operation. Fleet Management will interview and must agree on the parts manager or supervisor selected by the vendor. Also the vendor shall be responsible for all taxes, fringe benefits and training for all personnel needed for the performance of the resulting contract. Fleet Management reserves the right to demand that the vendor discipline/dismiss any employee that is deemed detrimental to the parts operation. The vendor must comply with all such requests. The manpower plan proposed by the vendor must be submitted to the County for approval.

3.02.11 Facility Requirements:

Fleet Management will provide the parts storage area of the facility at 900 W. 12th Street to the successful vendor free of charge. This includes heat, electricity, water, restrooms, break phone, phone, fax, copier, office furniture (such as desks and chairs) and parts shelving.

The vendor will exercise total control/responsibility of the stockroom. No one may enter the facility without the permission of the vendor's management personnel. Building Maintenance will retain access to the area for maintenance requirements on the building or systems and for emergency repairs.

3.02.12 Inventory Requirements:

The vendor will install a terminal at Fleet Management's parts section that provides on-line inventory information to vendor-owned warehouse outside the Fleet Management facility. The vendor must have use of an adequate computer system and should have access to sufficient inventory within the Charlotte area by vendor's own warehouse, or by negotiation with one or several local parts operations to supply the majority needs. Response time is crucial. Consequently, this backup inventory must be located in or near Mecklenburg County to provide quick service.

3.02.13 Vendor Marketing Proposal

Vendor to provide the following information:

1. Number of stocked items in local warehouse.
2. Response time to parts request.
3. Vendor's normal delivery schedule from: 1) local warehouse to store (i.e., County facility); and 2) regional warehouse to store. Additionally, vendor to state normal delivery time for emergency parts deliveries for locally available parts (both from vendor and non-vendor stock).
4. Marketing plan for store; e.g., inventory levels, inventory levels, inventory analysis, OEM parts purchases, etc.
5. Proposed staff level, job description, and vendor-provided equipment (e.g., terminals, trucks, etc.)
6. Cost accounting:
 - a. Vendor shall be responsible for all costs associated with providing inventory, pickup/delivery, personnel and administrative costs to operate store.
 - b. Vendor to define the cost accounting methodology to be used to recover costs referenced in 6a. Vendor to provide Mecklenburg County with current verifiable price schedules of all Mecklenburg County purchased parts/ supplies during contact period if methodology involves a cost plus basis.
7. Hours of operation:
 - a. Normal - Monday through Friday 07:30 to 18:00
Saturdays/Holidays (10 County Holidays) 07:30 to 15:00
 - b. Emergencies - Vendor to state in the Vendor Marketing Proposal their ability to support the Fleet Management Department during any emergency.

Note: All potential bidders are encouraged to be very specific and detailed in their response to this section since the responses to this section will be judged very heavily in the selection process.

3.02.14 Parts and Service Charge Method:

Parts, transportation charges, labor and other applicable items (specified in proposal submitted) shall be calculated on a monthly basis and be due the first week following the end-of-the month. The report shall contain a complete account of all activity for the month ending, cost of parts sold to the County and cost of transportation and special shipping (for special order requests) on

direct charge and/or non-stock items. The County will not pay freight charges on stock parts or parts available in the Charlotte area, nor will stock part premium prices be paid if vendor is not adhering to the established reorder plan.

3.02.15 Other Requirements:

The vendor must demonstrate financial stability and capability to support the financial burden of operating such a system.

No part(s) shall be issued to County personnel without a properly executed work order. A receipt for parts supplied will be given to each mechanic for each work order requisition for parts or supplies. The receipt shall contain specific vehicle information on it. A second copy will be sent to the Fleet Management's administrative section.

County employees will NOT be allowed to purchase parts or supplies from the operation located on County property.

Machine shops services will include labor, parts and testing as required.

Any comments, questions or concerns will be reported directly to the County's Fleet Management Director, Radolph Goers, 336-7653.

The successful vendor shall provide training to mechanics as deemed appropriate for use of new or current products. The cost, if any, for such training will be mutually agreed upon between the County and the successful vendor.

A comprehensive monthly report of all activities will be due by the fifth working day of the following month. The County will define the information required.

The County reserves the right to purchase parts from other sources if the vendor cannot obtain the desired part(s) within a four hour period (upon order) and in emergency situations, the County can procure parts immediately, if the vendor cannot supply the part(s) in the desired time-frame. The vendor will be responsible for any costs above the cost specified in the contract in such cases. Additional charges incurred in this case will be deducted from the monthly billing to the County.

Vendor to state commercial warranties available to Mecklenburg County and the terms/conditions for parts purchased from vendor.

3.03 Format Required

The proposal must be presented in tabs as described in the paragraphs that follow. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. IF publications are supplied by the contractor to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the selection committee. Proposals not providing this reference include in the additional documents.

3.03.1 Statement of the Project: State in concise terms, your understanding of the project presented by the RFP.

3.03.2 Management Summary: Include a narrative description of the proposed offer and list of services that will be rendered.

3.03.3 Project Approach: Describe in narrative form the technical plan for accomplishing the work and the service that will be provided. Include time frames from beginning to completion, the resource requirements you anticipated from Fleet Management staff and equipment and other capabilities your firm possesses. Include proposed: level of inventory, accessibility to inventory at remote locations, response time, computer system description, implementation plan, and any other information that impacts your firm's ability to provide the service outlines in section 3.02.

3.03.4 References: Provide a list of projects of a similar nature that your firm has completed or is currently working, with references. Also provide a detail of the history of your firm.

3.03.5 Cost of Proposed Services: Provide a method of charging and an estimated cost for the proposed services. The method of charging shall be provided in complete detail. If your proposal references discounts from trade price lists, include a copy of any such list. BE SPECIFIC on how the costs were calculated (i.e., include labor, administrative overhead, etc.).

Proposal will include base figure definition from which discounts are calculated.

3.04 Schedule

Mecklenburg County desires that the successful proposer take over the parts operation within thirty (30) days of the execution of this contract.

3.05 Pre-Proposal Conference

There will be a conference to discuss this RFP on November 8, 1994 at 10:00 a.m.

3.06 Submission

Vendors should submit an original of their proposal, signed by the vendor's contractually binding authority.

3.06.1 All proposals must be sealed and labeled (on the outside of sealed container) to show the following:

1. Proposal for Parts Operation
2. Name of Vendor
3. Address of Vendor

3.06.2 All proposals should include a transmittal letter that lists the following:

1. Contact Person for Submittal
2. Telephone Number of Contact Person
3. Mailing Address of Contact Person

3.06.3 All proposals are to be addressed and delivered by the date and time specified on the cover to:

Gregory K. Spearman, City-County Purchasing Director
600 East Fourth Street
9th Floor Conference Room
CMGC
Charlotte, NC 28202

3.07 Closing Date

To be considered, a proposal must arrive at the issuing office on or before 2:00 p.m. on November 22, 1994. Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. Vendors must submit a complete response to this request for proposal (RFP) using the format outlined. No other distribution of proposals will be made by the vendor. Materials or information received

from a prospective vendor as a result of a request by the Purchasing Officer shall not be considered a violation of this paragraph.

3.08 Substantive Nature of Proposals

Proposals that are not substantive may be considered non-responsive. It is not sufficiently for the vendor to address the proposal in general terms or in terms other than those outlined in the proposal. The format of the proposal must be as outlined. Proposal should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP.

3.09 Evaluation and Selection Process

3.09.1 Opening of Proposal - At the designated time and date, City-County Purchasing Department will open and list the proposals. The proposal will then be forwarded to Fleet Management to initiate review and recommendation. Responses received after November 22, 1994 will be deemed non-responsive and will be returned unopened.

3.09.2 Evaluation - During the evaluation phase, proposals are reviewed by the Fleet Management Department to ascertain which proposals address all requirements of RFP.

Proposals determined to be technically non-responsive or not as responsive as other proposals, are eliminated at this point. Once the qualified vendors have been determined, the Fleet Management Department may interview selected vendors to clarify specific matters presented in the proposals. These discussions will allow the vendor to elaborate on his/her proposal and to request other pertinent information. The Fleet Management Department will use information gained during these discussions, and information presented in the proposal, to rank contractors in accordance with criteria stated in the RFP. The selected vendor will be required to assume responsibility for all services offered in his/her proposal. Further, Mecklenburg County will consider the selected vendor to be the sole point of contact with regard to contractual matters.

3.10 General Selection Criteria

After receipt of proposals, the following evaluation criteria and weighing factors in selecting the firms for negotiation and recommendation for award of contract(s):

<u>Criteria</u>	<u>Weight</u>
3.10.1 Providing Similar Services	Experience 30%
3.10.2 Capabilities	Inventory 25%
3.10.3 Implementation Plan	5%
3.10.4	Cost 15%
3.10.5 Accessibility/Response Time	25%

3.11 Employment Opportunities

Mecklenburg County encourages vendors to consider the employment of employees affected by the vendors' provision of the parts operation.

Section IV

Terms and Conditions

4.0 Rejection of Proposal

Mecklenburg County reserves the right to reject any and all proposals. Mecklenburg County reserves the right to negotiate with the selected offer or in order to best serve the needs of the County, in respect to both cost effectiveness as well as comprehensive program design.

4.1 Submittal

All proposals must be in the format required in this Request for Proposals. Non-conformance may be the reason to declare to proposal non-responsive.

4.2 Return of Proposal

Mecklenburg County advises that all proposals submitted under this RFP will become the property of Mecklenburg County and will not be returned. However, if any portion of the proposal is marked "proprietary" and is highlighted, this portion can be returned after the award of contract, if required.

Budgets and price quotations are considered public information in proposals submitted to Mecklenburg County. Classifying budgets and price quotations as "proprietary" or "confidential" may render the proposal non-responsive. Classifying aspects of the proposal that are not trade secrets or proprietary, may also render the proposal non-responsive.

4.2 Advertising Clause

It is understood and agreed that, in the event the contract is awarded for the supplies, equipment, or services included in this Request for Proposals, no indications of such sales or services to Mecklenburg County will be used in any way in product literature or advertising unless with written approval of Mecklenburg County and only for bibliographical and curriculum vitae purposes.

4.3 Standard Contract

The selected vendor will be expected to enter into an agreement as contained in the County's standard contract.

4.4 Cancellation

Any resulting contract shall be subject to cancellation by either party upon ninety (90) days' written notice, one to the other. (Mecklenburg County reserves the right to buy back all vendor inventory on County premises at the vendor's cost if the termination should occur.)

4.5 Assignment and Subcontracting

Work under any subsequent contract is not to be subcontracted without prior written consent of the Fleet Management Department.

4.6 Audit

Mecklenburg County reserves the right to review all of the vendor's files associated with a subsequent contract where payments are based on contractor's record of time, salaries, materials or actual expenses, on demand and without notice. This same clause will apply to any subcontractor assigned to this project.

4.7 Insurance

Vendor shall furnish to Mecklenburg County evidence of insurance for general liability with products and completed operations, or garage liability which included the above coverage, with limits of at least one million. Vendor shall also furnish evidence of at least one million insurance for automobile liability, and at least one hundred thousand for employees' dishonesty insurance on all applicable policies. The vendor will be held responsible for insurance on all parts inventory under his ownership. The vendor shall agree to waive subrogation in the event of a property loss caused by the County or its employees. The vendor shall also furnish a copy of its workers' compensation policy.

The vendor also agrees to defend, save harmless and indemnify the County from and against all claims for damages against the County allegedly caused by his/her errors, omission, or negligent act in the performance of services under this contract.

Additionally, the vendor agrees to defend, save harmless and indemnify the County from and against all claims for damages against the County allegedly caused, or efficiently contributed by, by his/her intentional failure to perform to the terms and conditions of this contract.

The vendor shall furnish an original Certificate of Insurance naming the County as additional insurance. This will be required upon signing the

contract. It is not necessary to include this with your proposal. Also, the County reserves the right to negotiate the specific insurance needs. If your firm wishes to make exceptions to the County's Insurance requirements, please specify these exceptions in your proposal.

4.8 Availability of Funds

It is understood and agreed between parties to any agreement resulting from this Request for proposal that the County shall be bound hereunder only to the extent of funds available or which may hereafter become available for the purpose of this agreement.

It is further understood and agreed between the parties to any agreement resulting from this request for Proposal that the County shall not be obligated to purchase or pay for insurance and/or services covered by this agreement unless and until they are ordered, delivered, or performance for the County.

4.9 Invoicing

The successful proposer shall submit itemized invoices in two copies, identifying each item billed.

4.10 Option to Review

The County may renew this contract in one-year intervals, up to, but not to exceed five consecutive renewals by writing to the selected vendor requesting such renewal.

4.11 OEM Repairs

In cases where equipment is sent to a commercial shop, where labor and parts are included in the repair, the County reserves the right to procure these parts directly from the commercial vendor performing the repairs.

Section V

Required Contents of Proposal

- 4.00 Proposal Contents: Each Proposer must submit in its proposal response the following information:
 - 4.01 Overall approach to providing a turnkey parts operation for Mecklenburg County.
 - 4.01.1 Proposer's history in the design and installation of such systems.
 - 4.01.2 Equipment to be provided.
 - 4.01.3 Service(s) to be provided.
 - 4.02 Proposal forms included:
 - 4.02.1 Warranty and Service commitments.
 - 4.02.2 Proposer and insurance agent statement.
 - 4.03 Other required information
 - 4.03.1 Evidence of financial viability.
 - 4.03.2 A minimum of three (3) current references complete with names, addresses, telephone numbers of clients who have utilized Proposer's services.
- 4.04 Any exceptions to this RFP.
- 4.05 Timeframe schedule of operations.

Section VI - Forms

Proposal Forms

6.00 The following forms must be completed in full, prior to the County considering the proposal of any interested parties.

To: Mecklenburg County

Prosper hereby offers to enter into an agreement with Mecklenburg County, North Carolina to install and operate a turnkey parts operation at Fleet Management.

6.01 Cost of Services:

TOTAL GROSS BID \$ _____

Check One:

____ LESS 2% - 15 Day Prompt Payment Discount \$ _____

____ Net 30 days (No discount offered) \$ _____

TOTAL NET PROPOSAL \$ _____

6.02 Submitted by:

Proposer: _____

Signed: _____

Name: _____
(Print)

Address: _____

City/State: _____

Telephone: _____
Area Code

Fax: _____
Area Code

Attest: _____

It is understood by the Proposer that the County reserves the right to reject any and all proposals, to make awards on all items or on any items according to the best interest of the County, to waive formalities, technicalities, and inequalities, to recover and re-bid this RFP.

Please confirm receipt of any addendum(s), if issued.

<u>Addendum #</u>	<u>Date</u>
_____	_____
_____	_____

Proposer Date

Authorized Signature Please print/type Name

6.03 Proposer and insurance agent statement: We understand the insurance requirements of these specifications and the evidence of insurability shall be provided prior to contract execution. If our client is awarded this contract, we agree to provide the County with a thirty- (30) day cancellation notice in the event coverage can no longer be provided for our client. We shall also provide a detailed explanation regarding any cancellation of the coverage specified in the RFP.

Proposer Insurance Agency

Signature of Proposer Signature of Proposer's Agent

Agent's Errors and Omission Policy: _____

Policy Company Expiration: _____

Amount/Date/Type of Coverage: _____

Name of Agency

Address of Agency

() _____
Telephone Number

MWBE PROVISIONS

MWBE PROGRAM COMPLIANCE IN THE PURCHASE OF COMMODITIES AND SERVICES MWBE UTILIZATION PROPOSAL: Annual goals for the participation of MWBE firms in contracts for commodities services are set at 10% MBE and 5% WBE. Your response to the following questions will help the City to determine compliance with the MWBE Program.

6.04 Do you customarily subcontract portions of your contracts and projects with the City?

_____ Yes _____ No

6.05 Do you intend to subcontract portions of this contract?

_____ Yes _____ No

6.06 List any services in this proposal for which you could seek quotes from minority and/or women owned businesses.

1.

2.

M/WBE UTILIZATION COMMITMENT

We, _____, do certify that on
(Bidder)

_____,
(Project) (Contract Amount)

We will expend a minimum of _____% of the total dollar amount of the contract with Minority Business Enterprises, and _____% with Women's Business Enterprises.

Name of Firm	MBE Or WBE	Description of Work	Dollar Value

6.07 A list of City certified MWBE bidders available to offer quotes and prices as subcontractors is included in these bid documents. If you need additional

firms which offer these services, or if you have any questions concerning the MWBE provisions, contact the MWBE office at 336-4138.

- The City reserves the right to request verification of these payments.

6.08 The City of Charlotte's Minority and Women's Business Development Program (revise June 27, 1994) is hereby incorporated.

6.09 The undersigned hereby certifies that the bidder has read the terms of this compliance and is authorized to bind the firm to the information herein set forth.

Date: _____

Name of Firm

Name, Title and Signature

Proposed Product or Service

Total Dollar Amount Bid

MWBE Source List

CEARLOTTE-MECLENBURG PURCHASING DEPARTMENT 10/19/94
M/WBE OFFICE

06000 - AUTOMOATIVE MAINTENANCE ITEMS (REPAIR/REPALCE PARTS)

AUTOMOTIVE MGMT SERVICES INC 704 392-2671
DARRYL JACKSON
2210 NORTH TRYON STREET
CHARLOTTE, N.C. 28206-0000
B 40809

CULP PAINT BODY & RESTORATION 704 - 588-6668
ADAM CULP
1331 CULP ROAD
PINEVILLE, N.C. 28134-0000
B 71973

EASTWAY WRECKER SERVICE INC. 704 598-0332
KAREN WILLIAMS
5501 N. SHARON AMITY
CHARLOTTE, N.C. 28215
W 41660

METROLINA DODGE 704 553-7900
REGINALD HUBBARD
8525 SOUTH BOULEVARD
CHARLOTTE, N.C. 28273-0000
B 72542

NANCYS TOOL SALES 704 531-2241
NANCY STIKELEATHER
3641 E. INDEPENDENCE BLVD.
CHARLOTTE, N.C. 28205-0000
W 72324

SAM JOHNSON LICOLN MERC INC 704 535-7810
SAM JOHNSON
5201 E. INDEPENDENCE BLVD.
CHARLOTTE, N.C. 28212-0000
B 117

TRIANGLE ASSOCIATION 706 771-0615
JAMES WEBB
P.O. BOX 2905
AUGUSTA, GA 30906-0000
B 70140

Section VI - Forms

Proposal Forms

- 6.00 The following forms must be completed, in full, prior to the County considering the proposal of any interested parties.

To: Mecklenburg County

Proposer hereby offers to enter into an agreement with Mecklenburg County, North Carolina to install and operate a turnkey parts operation at Fleet Management.

- 6.01 Cost of Services:

TOTAL GROSS BID

\$ _____

Check One:

☐ LESS 2% - 15 Day Prompt Payment Discount

\$ _____

☐ Net 30 days (No discount offered)

\$ _____

TOTAL NET PROPOSAL

\$ _____

**JEFFERSON COUNTY FISCAL COURT
REQUEST FOR PROPOSALS
VEHICLE AND EQUIPMENT PARTS FACILITY**

PROPOSAL NO.: P-21103

DUE DATE: January 18, 1996, 3:00 P.M Local Time

**SUBMIT TO: Louisville/Jefferson County Purchasing Department
Louisville, KY 40202**

THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON THURSDAY, JANUARY 4, 1995 AT 10:00 AM IN THE 10TH FLOOR CONFERENCE ROOM OF THE FISCAL COURT BUILDING, LOUISVILLE, KY 40202.

Descriptive literature should be included on all items bid.

Time discounts or cash discounts shall not be considered in award evaluation.

Ordinance #16, Series 1987, concerning the requirement for an Affirmative Action Plan for contractors and vendors doing business with Jefferson County Fiscal Court, shall apply to this Notice for Bids. Any questions concerning this Ordinance should be directed to the Human Relations Commission at (502) 574-3635.

All prices quoted are to be F.O.B. Delivered to Destination.

You are being sent one (1) copy of this Proposal which must be signed and resubmitted to this office in order to receive consideration.

RENEWAL OPTION ATTACHED

Please indicate your City of Louisville/Jefferson County Revenue Commission Number and your Federal Tax Identification Number (or Social Security Number if you are an individual) . If you are a Jefferson County Vendor or you are doing business in Louisville or Jefferson County, you should already be registered with the Revenue Commission and have all of our taxes paid. If you become the successful vendor, you must be properly registered with the Revenue Commission and have all of your required taxes paid prior to the award of this contract. For further information, please call Linda Burt of the Revenue Commission at (502) 574-4875.

Bidders will be required to furnish Insurance coverage as stated in the specifications.

A bid submitted as a will be considered a responsive bid.

Participation by minority business entities and/or utilization by contractor of minority business entities as subcontractors, if the instant contract requires or warrants the use of subcontractors, is encouraged and will be a consideration in determining the award of this contract.

PLEASE NOTE: This information will be used for statistical information only.

RFP For Vehicle and Equipment Parts Facility Proposal #No.: P-21103

In order to identify opportunities for County vendors, you are being asked to VOLUNTARILY provide the following information.

Do you want to be identified as a Minority Vendor? Yes No

Minority is defined as a business controlled by a person or combination of persons in one of the following classes: Ethnic Minority, Female or Disabled Person.

Preference shall be afforded local businesses in accordance with Ordinance Y5, Series 1991, if proper certification as a local business has been obtained pursuant to said Ordinance. A properly certified local business must alternatively request the preference in its bid or offer. Certification forms are available from the Louisville/Jefferson County Purchasing Department.

Please include our FAX Number

Bidders should not include sales tax as a separate item. Any sales tax should be included in the overall bid. The City and County do not reimburse for sales tax, nor do the City and County pay sales tax.

ALL BIDS MUST BE SIGNED AND SUBMITTED- I ~D IN DUPLICATE.

To receive a bid tabulation sheet you must enclose a self-addressed, stamped envelope.

Failure to submit ALL forms and information required in specifications may be reason for disqualification.

A 10% preference shall be afforded designated recycled products ``which meet or surpass Jefferson County's minimum recycled content standards and other criteria for qualifications as specified in Ordinance ~25, Series 1992. Questions regarding this Ordinance shall be directed to Craig Bouen of the Louisville Jefferson Count, Purchasing Department.

Also, bidders are encouraged to submit all bids and required copies on paper with recycled content.

Sealed Proposals will be received until ;:00 p.m. and publicly opened.

Mark envelope Proposal P-21103 and address to Betty gingham, Director, Louisville/Jefferson County Purchasing Department, Room 306, Fiscal Court Building, Louisville, Kentucky 40202.

2

FIRST NAME

OFFICIAL

ADDRESS

PHONE NO.

DATE

CONTRACT PRICING, TERMS AND CONDITIONS WILL BE REVIEWED
ANNUALLY.

CITY AND/OR COUNTY RENEWAL OPTION

THE CITY AND/OR JEFFERSON COUNTY FISCAL COURT RESERVES THE RIGHT TO RENEW AND EXTEND CONTRACTS FOR A PERIOD OF ONE (1) YEAR AND FROM YEAR TO YEAR THEREAFTER, UPON THE SAME TERMS AND CONDITIONS, IF SUCH RENEWAL OR EXTENSION IS AGREED TO BY THE CONTRACTOR. TOTAL CONTRACT PERIOD NOT TO EXCEED FIVE (5) YEARS.

WRITTEN NOTICE OF THE INTENTION TO RENEW S~AL~ BB GIVEN THE CONTRACTOR BY THE LOUISVILLE-JEFFERSON COUNTY PURCHASING DIRECTOR, WITHIN A NINETY (90) DAY PERIOD PRIOR TO THE EXPIRATION DATE. THE RENEWAL OR EXTENSION SHALL BECOME EFFECTIVE AS PROPOSED UNLESS THE CONTRACTOR NOTIFIES THE PURCHASING DIRECTOR IN WRITING OF HIS OBJECTION, NO LESS THAN THIRTY (30) DAYS PRIOR TO SUCH EXPIRATION DATE.

REQUEST FOR PROPOSALS CONTRACTOR OPERATED PARTS STORES

1. PURPOSE

The Louisville-Jefferson County Purchasing Department is seeking proposals from firms qualified to provide a turn-key PARTS OPERATION for a number of automotive fleet maintenance garage facilities. These may include the Jefferson County Police Garage, the Jefferson County Heavy Equipment Garage, the Metropolitan Sewer District Garage, and possibly other additional governmental agencies in the metropolitan Louisville area.

2 DEFINITIONS

As used in this Request For Proposals (RFP), the following terms should be interpreted as shown below . . .

a. "County" shall mean Jefferson County Fiscal Court. b. "MSD" shall mean the Metropolitan Sewer District. c. "Purchasing Department" shall mean the Louisville-Jefferson County Purchasing Department. d. "Fleet Facility" shall mean one or more of the automotive repair facilities operated by the County, MSD or other governmental agency. e. "Vendor" or "Contractor" shall mean the commercial parts supply vendor selected by the Purchasing Department to operate the fleet facility parts room(s) as a result of this RFP.

3. BACKGROUND

Currently the County and MSD operate their own garage facilities, and maintain their own parts inventories, purchasing from local parts suppliers. Because of the wide variety of fleet equipment, the administrative costs associated with establishing and administering contracts with all the necessary suppliers, and processing of hundreds of monthly invoices, is considerably high. It is intended that by establishing one contract supplier, significant administrative simplification will be achieved, and that savings will result from parts volume discounts. Listed below are the locations of the various fleet maintenance facilities sought for the parts operations. Specific fleet descriptions are provided later in this RFP.

Government Entity Facility Location Fleet

Jefferson County Police

3528 Newburg Road

Transportation Cars Police Cars Ambulances Light trucks & vans

Government Entity Facility Location Jefferson Co. Heavy Equip. 3528 Newburg Road

M S D

4. SCOPE OF SERVICES

Fleet Light trucks/vans Medium Dump Trucks Tandem Dump Trucks Mowing Tractors Backhoes, Wheel Loaders Assorted Construction Machinery Chain Saws/Weed Trimmers Bushhog Type Mowers

151 N. Cabel Street

Transportation cars Light trucks/vans Medium Dump Trucks Tandem Dump Trucks Backhoes Sewer Cleaner Trucks Assorted Construction hierarchy

A General Vendor Information

The selected contractor shall provide personnel, management, and parts and supplies necessary to run an efficient and effective on-site parts operation that covers all hours worked by each facility, including overtime due to peak demand and emergency operations. Specific facility needs will be described in further detail later in this specification. All parts, (including grease, oil, and tires) necessary to maintain, repair and operate fleet vehicles and equipment, plus those items used by other agency personnel that have been traditional stock items of the existing stock room will be covered by the resulting contract.

B. General Parts Information

Original Equipment quality parts, supplies, and equipment or the equivalent or better are required. The respective fleet facilities reserve the right to purchase parts and other supplies that cannot be provided by the vendor within the time frames specified, or that do not meet Original Equipment quality, or that are deemed inferior or unacceptable by the fleet facility. The Purchasing Department reserves the right to solicit repairs from any private vendor where said vendor may provide parts and/or labor for the repair of fleet equipment. The Purchasing Department further requires that in every application where reasonable and acceptable, the contractor provide retreated, rebuilt, refurbished, recycled, or re-refined products that meet or exceed OEM, SAE, UL, Mil-spec, ANSI or other industry quality standard. The respective fleet facilities reserve the right, over the course of the contract period to determine which products must be new, refurbished, recycled, or retreated. The Contractor shall also accept industry standard cores for rebuilding where the parts are acceptable as core exchanges, including water pumps, carburetors, pumps, altimeters, engine blocks, etc. The respective fleet facility will work with the Contractor throughout the contract

period to determine the parts, supplies and equipment to carry in inventory. This determination may be based on usage, net size, locality of the pan(s), ordering, turnaround time, or any combination of these factors.

C. SPECIFICS

1. The Contractor shall be wholly responsible for inventory control over all pans and equipment belonging to Contractor at the on-site pans store. All parts remain the property of the Contractor until they properly requisitioned by and delivered to Fleet facility shop personnel.

2. All billings to the respective Fleet agencies for parts and supplies shall be on a weekly or monthly basis, in a manner as directed by each fleet agency. Billings should include the vehicle number, parts requisition numbers, part numbers and description, unit price and transaction date, and be in a format conducive to effective review and audit

3. The vendor shall use a computer system to control and report inventory operations. The vendor will utilize computer hardware and software capable of monitoring and reporting: parts on hand, on order, back order, usage, costs, and may include complete repair order information on vehicles and equipment (including history data and billing information). This information will be used by the vendor as well as the fleet agencies. Respective fleet agencies currently utilize different computer systems and software for fleet management activities. The vendor may be required to manually enter or electronically transmit transaction information into the agency's fleet management system; however specific procedures for this would be negotiated for the respective facility. The agencies reserve the right to ask for all reports considered necessary to monitor the Contractor's operation and to receive them on whatever frequency needed (i.e. daily, weekly, or monthly, hardcopy or electronically).

4. All items must include full manufacturer's warranties and guarantees. The Contractor must guarantee all items purchased for equipment repair and maintenance applications will fit the intended application and further guarantee that the product will work on the intended application. On-site replacement for defective, inferior, or non-fit items must be guaranteed.

5. The successful vendor shall inventory the present stock of parts and supplies at each facility just prior to assuming operation control, and mark each item for sale back to the agency at no charge when requisitioned by the agency. The respective governmental agencies may retain ownership of older specialized inventory items

6.a. The successful vendor will provide sufficiently trained, knowledgeable and service-oriented personnel to efficiently and effectively operate the total parts function as detailed. Note: During snow emergencies or other emergency

operations, the parts room will need to be opened and operating for an indefinite period, until determination by the fleet agency that operations may cease. The vendor will be responsible for hiring, staffing, promoting, transferring, and dismissing employees needed for this operation. The Fleet agency will interview and must agree to the parts manager or supervisor selected by the vendor for that respective facility. The vendor shall be responsible for all applicable taxes, fringe benefits and training for all personnel needed for the performance of the contract. The fleet agencies reserve the right to demand that the vendor discipline/dismiss any employee deemed detrimental to the parts operation. The vendor must comply with all such requests. The manpower plan proposed by the vendor must be submitted to the Fleet agency for approval

6b. As an alternative to the above (6a), the agencies may determine that it is in their best interests to retain the employment of the parts room workers, wherein all other aspects of the parts operation would as outlined herein, except that the personnel utilized would be employees of the respective facility rather than of the Contractor. Proposals should address this possible scenario and describe how they envision such an arrangement working.

7. The fleet agencies will provide the parts store facilities to the successful vendor free of charge. This will include heat, electricity, water, rest room facilities, break room, telephone, fax, copier, and fixtures such as desks, chairs, and parts shelving. (Prospective proposers will be provided an opportunity to inspect the specific facilities in question to determine the size, layout, and condition of the facilities and equipment provided prior to submitting its proposal. Any required changes in the physical layout of the parts room should be indicated in the proposal. Capital improvements necessary to implement a successful contract may be negotiated as part of the resulting contract agreement

NOTE: Proposals may include combining the parts operation for the County's Police Garage and its Heavy Equipment Garage, but should specifically address changes in the physical layout.

8. No part shall be issued to fleet facility personnel without a properly executed parts requisition. A receipt for parts supplied will be given to each mechanic for each work order requisition for parts and supplies. The receipt shall contain specific tracking information, i.e. equipment number, reference number, receiving employee name, parts quantities, part number and alpha description, price detail and any other data deemed necessary for effective accounting tracking. A duplicate of each transaction must be provided with the billing for verification of accounting transactions.

9. Neither fleet facility employees nor any other individual or private enterprise will be allowed to purchase parts or supplies from the on-site parts store operation. Operations, stock, facilities and management of the on-site store are to be used solely for the Fleet facilities needs outlined herein. Nothing herein

however should prevent the Contractor from transferring parts stock from one Fleet facility shop to another to meet immediate needs of participating agency fleets.

10. The Contractor shall be expected to provide any special training to mechanics or employees as deemed appropriate for use of new or current products. The Contractor must also maintain a current on-site parts list, repair instructions and diagram program.

11. The Contractor may provide training to mechanics as deemed appropriate for use of new or current products. The cost, if any, for such training will be mutually agreed upon between the agency and the vendor prior to the training.

12. Parts warranties shall be provided by the supplier on major and/or expensive assemblies (i.e. engines, transmissions, pumps, transfer cases, etc.). The warranties must include conditions and certification.

13. Nothing herein or in the resulting contract shall prevent the fleet agencies from procuring repair parts from other vendors in the course of obtaining repair services from such commercial vendors

D. WASTE PRODUCTS The Contractor shall be expected to provide on-site, removal or recycling services for the following: used motor oil, used hydraulic fluid, used antifreeze, used refrigerant, scrap and retreadable tire casings, used batteries and battery acid. Disposal of any such products shall be only in a manner prescribed by Federal, State and local laws. The fleet facilities shall have the right to obtain copies of all manifests and other records for shipping and disposal of such products to ensure proper disposal, handling and shipping, in accordance with all applicable laws. The proposal shall include disclosure of any notice of violation received by the proposer concerning shipment or disposal of any such product or other hazardous material.

E. ROAD TIRE SERVICE Included in its proposal, an add-alternate component is requested for providing 24-hour/day, 7-days per week, tire service for fleet vehicles within Jefferson County, Kentucky. Response times of one hour or less sought. Proposals should address whether they would include all fleet tires, and include unit pricing, number of service vehicles, and other information deemed pertinent.

F. PART AND SUPPLY AVAILABILITY

Prior to assuming control of the parts operation, the Contractor and the respective fleet facility head will jointly determine the adequacy of inventory at each site. The Contractor shall be expected to maintain maximum efficiency for stock items necessary to provide 80% of parts requirements within one (1) hour of demand, 90% within two (2) hours, and the balance within 24 hours of

demand. If the Contractor cannot provide the item within the timeframe needed, the facility supervisor shall be notified for a determination as to whether to buy the item(s) elsewhere. The Contractor is responsible for shipping, delivery, packaging and handling of all parts and supplies. Any non-stock items that must be shipped to the on-site store that result in freight costs charged back to the fleet facility must be agreed to before the Contractor secures the item(s). The Contractor must notify the fleet agency requester of the price of any item requested that is not listed on the Contractor standard price sheet and the fleet agency representative must agree to the price before that item is secured. All items purchased by the Contractor for the fleet agency that are not listed on standard Contractor price sheets must be priced at specific across the board percentage over cost-plus-freight. This percentage must be standard on all such items. The Contractor must be able to provide proof of cost plus freight to verify pricing.

G. IMPLEMENTATION TIME TABLE The Purchasing Department and the fleet facilities participating envision the Contractor be able to begin parts operation on-site within 120 days of contract approval.

5. ~TFORMATION REQU~EMENTS FOR AWARD CRITERIA

A. The offering vendor may be required to make an oral presentation in response to this RFP.

B. A written narrative statement must be provided in the proposal that addresses the following:

- 1.** What is your experience in providing automotive and heavy equipment parts and supplies to government entities or other fleet entities? List references with contact names and phone numbers.
- 2.** Provide names, qualifications, resumes and experience of personnel to be assigned to the implementation of this project.
- 3.** Demonstrate that the offering company has the financial stability and capability to support the financial burden of operating such a system as proposed.
- 4.** Where will inventory come from including locations and/or numbers of parts stores, distribution centers, manufacturing centers, etc.
- 5.** What kind of on-demand ratio can you provide for expected inventory purchases?
- 6.** What is your response time for items not met on demand from inventory?
- 7.** How do you propose to handle the facilities' existing inventory?

8. How many part numbers are available from your inventory system and what general categories do they cover?
9. How do you propose to handle billing procedures to the respective fleet agencies involved?
10. What kind of comprehensive reports on parts activities, and other stock items can you provide along with what type of vehicle history tracking and repair information?
1. What is your proposal concerning the integration of the existing respective fleet management information systems?
12. What type of parts lists, repair, and maintenance software or hardcopy program do you propose to use?
13. How do you propose to handle non-stock items and what pricing structure and procedures will you use for their procurement? This includes OEM, non-inventory parts, chemicals, etc.? (Please note that the fleet equipment to be maintained under the resulting contract includes many types of construction equipment with somewhat unique or limited parts suppliers. Proposals should specifically address this component of the work and describe how the proposer intends to provide a higher level of service or better pricing than fleet agencies might currently enjoy with their in-house parts operations.)
14. How do you propose to handle removal of the waste products generated at the facilities, including batteries, waste tires? Include the process and vendors to be used for recycling anti-freeze and refrigerant, retreading tires etc. Describe any notices of violation by environmental authorities regarding handling or disposal of such products.
15. What do you propose for road service concerning tire changes, repairs or replacements on a 24-hour/day basis?
16. Describe in detail the inventory system you use and its operational features.
17. What format and pricing schedule will you use for stock parts and supplies? Provide the cost accounting methodology to be used to recover costs of overhead, pickup/delivery, personnel, and inventory carrying costs. Include firm price sheets or line item-less-discount for proposal.
18. What is your policy concerning defective, inferior, non-fit items and any other general warranty guarantee considerations?

19. List any problems with the conditions of this RFP and your proposed solution to those existing problems.

20. Provide other narrative description you deem necessary to outline your proposal in its entirety which shall include implementation plan, personnel plan, insurance coverage, description of existing systems in place, or any other information that impacts your firm's ability to provide the services requested in this RFP.

6 FORMAT REQUIRED The proposal must be presented in tabs (EIGHT (8) COPIES REQUIRED) and organized to correspond to the layout of the RFP. To be considered substantive, the proposal must respond to all requirements of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to specific document and page.

A. Management Summary: Include a narrative description of the proposed offer and a list of services that will be rendered.

B. Proposal Specifics: Provide written responses to list of questions in RFP.

C. References: Provide a list of projects of similar nature that your firm has completed or is currently working, with references. Also provide a detail of the history of your firm.

D. Cost of Proposed Services: Provide a method of charging and an estimated cost for the proposed services. The method of charging shall be provided in complete detail. If your method discounts from trade price lists, include a copy of any such list. Be specific on how the costs were calculated (i.e. Labor, administrative overhead, etc.).

7. PRE-PROPOSAL CONFERENCE There will be a mandatory pre-proposal conference to discuss this RFP, as scheduled in the "Invitation To Bid" announcement accompanying this RFP, and a mandatory site visit, scheduled in conjunction with the pre-proposal meeting.

8. RFP QUESTIONS

Prospective bidders/proposers should direct their questions in writing to Mr. Bob Cromis Louisville-Jefferson Co. Purchasing Room 306 Fiscal Court Bldg. 531 Court Place Louisville, KY 40202

Phone: (502) 574-5796

9. EVALUATION AND SELECTION PROCESS

A. Proposals will be initially screened and any substantially non-responsive proposals will be eliminated from further consideration. The responsive prop will be reviewed by an Evaluation Committee. The Committee may interview offerers or seek oral presentations to clarify specific matters presented in the proposals. These discussions will allow the proposer to elaborate on his/her proposal and for the Evaluation Committee to request other pertinent inform The Evaluation Committee will use information presented in the proposal, to contractors in accordance with criteria stated in the RFP. The selected offer be required to assume responsibility for all services offered in his/her propos' Further, the City/County Purchasing Department will consider the selected o to be the sole point of contact with regard to contractual matters.

B. GENERAL SELECTION CRITERIA The Evaluation Committee will use the following evaluation criteria and weighting factors in selecting the firms for negotiation and recommendation for award of contract.

Criteria a. Experience Providing Similar Services b. Inventory Capabilities c. Cost
d. Implementation Plan

Weight 35% 35% 20% 10%

TOTAL 100%

10. TERMS AND CONDITIONS

A. The Purchasing Department reserves the right to reject any and all proposals. The Purchasing Department reserves the right to negotiate with the selected offerer in order to best serve the needs of the County and MSD, such negotiation in respect to both cost effectiveness as well as comprehensive program design.

B. Return of Proposal The materials submitted by any and all offerers under this RFP will become the property of the Purchasing Department. However, if any portion of a proposal is market "proprietary" and is highlighted, this portion can be returned after contract award, if so requested. Budgets and pace quotations are considered public information in proposals submitted. Classifying such information in the proposals as "proprietary" or "confidential" may be deemed as void designations.

C. Standard Contract The selected contractor will be expected to enter into an agreement in a form typically used by the County and/or by MSD.

D. Work under the resulting contract shall not be assigned or subcontracted without the prior written consent of the Purchasing Director.

E. The Purchasing Department, and/or the respective Finance Departments of any participating fleet facility reserve the right to review any or all of the contractor's files and records pertaining to the resulting contract where payments are based on contractor's record of time, salaries, materials or actual expenses during normal business hours with forty eight (48) hours notice

11. CONTRACT TERM The resulting contract agreement shall be for a period one (1) year from the date of its execution, and shall automatically renew for additional periods of one year for four additional 1-year periods unless canceled by either party in accordance with the cancellation provisions provided further herein. The resulting contract from this RFP may not be canceled by either party except as provided below.

A. Convenience: Either party may cancel the contract for convenience for one or more of the fleet facilities under contractor operation effective at the time of contract renewal by giving written notice of its intent NOT to renew to the other party six (6) months in advance by registered mail return receipt requested.

B. Cause

Either party may cancel the contract for cause if the other party fails to abide by the terms and conditions of the contract, and offer written notice of such failure by the aggrieved party to the other by registered mail return receipt requested, said notified party fails to correct its failure within thirty days, and the two parties cannot agree to a mutually satisfactory resolution, provided further however, that in such event the canceled party may seek injunctive relief in a court of local jurisdiction.

C. Loss of Funding The contract may be canceled in whole or in part for any of the participating fleet facilities in the event that the legislative or governing body for said facility fails to allocate funds for continuation of the supplies and services provided under the contract. In such event, the applicable agency or agencies shall provide written notification to the contractor as soon as possible and that portion of the contract services shall cease with the expiration of the funding term.

12. INSURANCE and INDEMNIFICATION prior to award of the resulting contract, the selected vendor shall furnish to the Purchasing Department and shall maintain proof of general liability with products and completed operations, or garage liability which includes the above coverage, with limits of at least \$ 1 Million for automobile liability, property damage, and bodily injury and at least \$100, 000 for employees' dishonesty insured on all applicable policies. The contractor will be held responsible for insurance on all parts inventory under his ownership. The contractor shall agree to waive subrogation in the event of a property loss caused by any resulting contracting fleet facility or its employees. The contractor shall also provide unemployment insurance coverage and

workers compensation insurance to the extent required by applicable state statute.

The successful contractor shall further agree to defend, save harmless and indemnify, Jefferson County Fiscal Court, the Metropolitan Sewer District, their officers and employees and board members from and against any and all claims for drainage against them individually or collectively allegedly caused by the contractor's errors, omissions, or negligent act in the performance of services under this contract.

Additionally, the successful contractor agrees to defend, save harmless and indemnify Jefferson County Fiscal Court, and Metropolitan Sewer District from and against all claims for damages against any or all of them allegedly caused, or effectively contributed, by the contractor's failure to perform to the terms and conditions of the resulting contract.

The contractor shall furnish an original Certificate of Insurance naming the said County and MSD as additional insured. This will be required upon signing the contract. It is NOT necessary to include this with your proposal. Also, the Purchasing Department reserves the right to negotiate the specific insurance needs to meet any special requirements of any of the participating fleet facilities. If any proposer wishes to take exception to the above-described insurance provisions, please note the exception in the proposal submitted.

**REPAIR FACILITIES- ATTACHMENTS A. JEFFERSON COUNTY POLICE
GARAGE B JEFFERSON COUNTY HEAVY EQUIPMENT GARAGE C.
METROPOLITAN SEWER DISTRICT FACILITY**

JEFFERSON COUNTY POLICE GAGE

3528 NEWBURG ROAD

Normal 1 hours of operation:

Monday - Friday 0630 to 1700 hours

Shop Personnel

Supervisors Parts Mechanics Service Workers - Custodial Clerical

Current Parts Inventory \$280,000

**Emergency Operations - The garage is ~ supported unit of the Police
Department. When necessary to maintain emergency service. to the citizens of**

the community, the garage is open. Civil disturbance-, natural disasters, catastrophic incidents, and severe weather would all qualify for emergency operation of the garage.

FLEET COMPOSITION

Year Model Quantity

1984 - 1995 1979, 1982-1984

Ford Crown Vics 394 6.M.C.

FORD 1973 F-350 1 1984-1986, 1988 E-150 Van 3 1983 1/2 ton Pick-up 1 1982 - 1990 Mustang 4 1991 - 1994 Taurus 7 1979, 1990 E-250 4 1980 Bronco 4 1986 Lincoln 1 1988 Thunderbird 1 1991 E-342 Van 1 1988 F-150 1 1973 F-350 1

FLEET COMPOSITION

Year Model Quantity

Chevrolet 1981 - 1991 Jan 6 1988 - 1991 Pick-up 3 19~8 - 1992 Camaro 10 1991 -1995 Lumina 1993 - 1995 Beretta 3 1990 - 1994 Caprice 5 1986 Cavalier 1 1987 Blazer 1 PONTIAC 1991 - 1995 Grand Prix 6 1992 Grand-Am 17 1992 Firebird 2 1990 Bonneville 1

1988, 1990 Cadillac 2 1976, 1989, 1990 Boat 3 197B, 1980. 1982, 1989 Trailer 4 1984. 1987, 1994 Honda motorcycle 3 1979' 1980 Helicopter 2 1993, 1994 Jeep - 3 1983, 1988, 1989 Toyota Pick-up 2 1989 Buick Century 3 1976 Bus 1 1991 Dodge Daytona 2 1990 Mercury Cougar 1 1952 Fork lift 1 1989 Air compressor 1 1976 Onan RDJF 1 1992 BMW 1 1991 Nissan 240 1 1991 Mazda LX 1 1993 Eagle Talon 1

JEFFERSON COUNTY HEAVY EQUIPMENT GARAGE 3528 NEWBURG ROAD

NORMAL WORK HOURS: MONDAY-THURSDAY 7 AM TO 5:30 PM SHOP PERSONNEL-CURRENTLY

Supervisory Parts Personnel Mechanics Service Workers 3 Office Clerical 1
TOTAL 6 13

CURRENT PARTS INVENTORY \$ 100,000

EMERGENCY OPERATIONS: The principal emergency operating condition involves snow/ice storm operations. When County Works crews are plowing snow or spreading salt due to snow/ice conditions, the garage is usually activated for operations at the same time. This may often involve late night operations, or weekend operations (Friday-Sunday). This normally accounts for 90% of the garage overtime demand.

However, the garage may sometimes operate in overtime conditions if a backlog of repair work exists, or if summer severe storms create an around-the-clock clean-up condition.

FLEET COMPOSITION Light Trucks Chevrolet/GMC Blazer Chevrolet Pickups
Ford Pickups Ford 3/4 Ton Van Ford Explorer

Medium Duty Trucks Ford Chevrolet. GMC I-H FordtLid-A11 50'Aerial

Heavy Duty Trucks

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