

Request for Quotations (RFQ)

As-Needed Preventative Maintenance (Oil Change and Inspection) Services
for County Vehicles Under 9000 Lbs. GVWR
Board of County Commissioners Tavares Campus

Scope of Services

This is an indefinite quantity contract with no guarantee services will be required. The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this Invitation to Bid.

It is the intent of the County to establish contracts with one or more vendors within a seven (7) mile radius of the Lake County Board of County Commissioners Administration Building (315 West Main Street, Tavares, FL) for the annual requirements of preventative maintenance (oil change and inspection) services in conjunction with the County's needs for motor vehicles with a Gross Vehicle Weight rating up to and including 9,000 pounds. Parts supplied must be of the highest quality that meet or exceed original equipment/vehicle manufacturer (OEM) specifications and/or quality for a mixed fleet with diverse ages, operating under diverse conditions.

To be considered for a contract award, vendors responding to this RFQ shall have adequate tooling machinery capable of performing preventative maintenance and multipoint inspection on passenger cars and light trucks. Vendors shall also own or possess all special hand tools and special equipment recommended by the vehicle and truck manufacturers to effectively and efficiently perform preventative maintenance services. Awarded vendors shall abide by OSHA requirements and their staff assigned to the County's projects shall be ASE or factory certified. The vendor shall have a service location(s) within a seven (7) mile radius of 315 West Main Street, Tavares, FL.

Preventative maintenance services to be performed under the contract for a gasoline vehicle shall include at a minimum:

- Drain and replace crankcase oil meeting American Petroleum Institute (API) oil performance standard ILSAC GF-5 or API SN. Crankcase shall be filled to manufacturers recommended capacity. Oil viscosity must meet vehicle manufacturer's recommendation.
- Dispose of or recycle drained oil in accordance with all applicable laws.
- Replace oil filter.
- Fill tires with air to pressure recommended by the vehicle manufacturer.
- Fill windshield washer fluid reservoir;
- **Check the following fluids:** transmission / transaxle, brake, differential, transfer case, coolant, and power steering;
- **Inspect the following:** tires, serpentine belts, engine air filter, windshield wiper blades, and exterior lights.

The vendor shall bill for each overall oil change/ inspection service on an individual basis. The vendor shall complete and submit with the billing invoice a fully completed "Preventative Maintenance Checklist" (sample of which is included following these specifications). The invoice and checklist shall be emailed or mailed via USPS mail to the designated County representative.

Pricing shall be entered in the RFQ as a lump sum price for each oil change and inspection service as described above. An additional price shall be submitted for each quart of oil required to service a vehicle over five quarts. The County will not purchase any additional services under the resulting contract(s) beyond those specified. The County will deliver the vehicle to the vendor's shop and either wait for the services to be performed, or leave the vehicle and return later (possibly next day) to pick the vehicle up.

There is no estimated quantity or guaranteed volume under this contract. Services will be obtained on an as-needed basis only. These services are currently provided at a central location by the County's Fleet Division, and will continue to be provided by the Division. The majority use of private sector facilities under the resulting contract(s) is anticipated to be in areas distant from the centralized facility. The County desires to establish contract(s) with firms throughout all of Lake County and does not have a current contracted vendor near Tavares. Therefore, for this RFQ, quotes will only be accepted from vendors with a service facility located within a seven (7) mile radius of the Lake County Board of County Commissioners Administration Building (315 West Main Street, Tavares, FL). Service facilities are defined as facilities that can provide the services covered by this solicitation and resultant contract.

The County reserves the right to perform an inspection of these service facilities at any time during the term of the contract, including during the quotation evaluation period. The acceptability of the size, location, level of security, and overall functionality of the service facility shall be determined by the County in consideration of the contract requirements. The County's best interests shall prevail in this regard, and the decision of the County shall be final.

In the event services supplied to the County by the vendor is found to be defective or does not conform to specifications, the County reserves the right to require the Vendor to re-perform the service at the Vendor's expense.

Term of Contract

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall remain in effect for twelve (12) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

Option to Renew

The County shall have the option to renew this contract for four (4) additional one (1) year period(s). The vendor will be notified prior to the completion of the initial term and each subsequent term of the contract of the County's intent to renew. Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov>), Wage, Earnings and Benefits calculators. It is the vendor's responsibility to request in writing any pricing adjustment under this provision. The vendor's written request for adjustment should be submitted thirty (30) calendar days prior to expiration of the then current contract term. The vendor adjustment request must clearly substantiate the requested increase. The written request for adjustment should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.

The County reserves the right to reject any written price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

SAMPLE

PREVENTATIVE MAINTENANCE CHECKLIST

(To be completed when services are rendered, and sent to the County with the invoice.)

PREVENTATIVE MAINTENANCE CHECKLIST	
Vendor Name: _____	
Vendor Location: _____	
Property #: _____ Service Date: _____ Mileage: _____	
Vehicle Description (make / model / year): _____	
	Ok?, insert yes or no
FLUID CHECK: transmission / transaxle, brake, differential, transfer case, coolant, and power steering; If "no" is checked, circle the type of fluid requiring refill or replacement.	
MIRRORS; INSIDE, RIGHT/LEFT SIDE, CONDITION	
LIGHTS; INTERIOR/EXTERIOR	
HORN, BACKUP BEEPER	
WARNING SYSTEM; SWITCHES, GAUGES, TROUBLE LIGHTS, CONDITION & OPERATION	
WINDSHIELD; WASHER, WIPERS, SPEED, CONDITION & OPERATION	
HVAC	
FIRE EXTINGUISHER; CHARGED, 1ST AID KIT COMPLETE	
AM/FM RADIO OPERATION	
KNOBS, HANDLES, LOCKS	
TIRES	
TREAD DEPTH LF RF LRI LRO RRI RRO	
TIRE PRESSURE LF RF LRI LRO RRI RRO	
ACCESS DOORS, FUEL PORT & CAP, ENGINE COVERS AND LATCH OPERATION	
BODY; FRONT/REAR BUMPER MOUNTING/CONDITION, BODY PANELS DAMAGE/CONDITION	
MUD FLAPS	
BELTS, TENSIONERS, IDLERS	
BATTERY & CHARGING SYSTEM	
VOLTS AMPS	
STEERING & SUSPENSION	
BRAKES/PARK BRAKE OPERATION	
FRAME; CHECK FOR GENERAL CONDITION/CRACKS	
ENGINE/TRANSMISSION MOUNTS; CONDITION	
AXLES; CONDITION, HARDWARE/MOUNTS, LEAKS, BREATHERS, FLUID LEVEL	
EXHAUST SYSTEM; CONDITION, ROUTING, LEAKS	
PM STICKER ON WINDSHIELD	
ADDITIONAL MATERIALS/PARTS USED TO COMPLETE THE SERVICE:	