

**INVITATION TO BID**  
**VEHICLE MAINTENANCE AND REPAIRS**  
**FOR**  
**COUNTY EMS AND FLEET VEHICLES**  
**BID #2016-06**



Issued By:  
Baker County Board of County Commissioners  
55 N. 3<sup>rd</sup> St.  
Macclenny, FL 32063  
(904) 259-3613  
[Website: http://www.bakercountyfl.org](http://www.bakercountyfl.org)

**Date of Issue: October 10, 2016**  
**Due Date/Time for Receipt of Bids:**  
**October 31, 2016 at 3:00 PM**

## INVITATION TO BID

The Baker County Board of County Commissioners is soliciting bids from licensed vehicle repair shops for Vehicle Maintenance and Repairs for County EMS and Fleet Vehicles.

Qualified companies or individuals desiring to provide the required services must submit two (2) copies of their bid in a sealed envelope or similar package marked “***Sealed Bid for Vehicle Maintenance and Repairs***” on the front of the envelope. Bid packages shall be mailed or delivered to the County Manager, Baker County Board of Commissioners, 55 N. 3<sup>rd</sup> Street, Macclenny FL 32063, to arrive no later than 2:59 P.M., local time, on October 31, 2016. **All Proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.**

Bids will be opened and respondents announced at 3:00 P.M. local time, or as soon thereafter as practical, on October 31, 2016, in the Baker County Administrative offices, 55 N. 3<sup>rd</sup> Street, Macclenny FL 32063. The bid opening is open to the public.

Bid information may be obtained on-line at <http://www.bakercountyfl.org/purchasing>

The County reserves the right, in its sole and absolute discretion, to reject any or all Bids, to cancel or withdraw this solicitation at any time and waive any irregularities in the Solicitation process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. **No faxed Proposals will be accepted.**

Additional information may be obtained from:

Baker County Board of County Commissioners  
55 N. 3<sup>rd</sup> St.  
Macclenny, FL 32063  
(904) 259-3613

**Website:** <http://www.bakercountyfl.org/purchasing>

The Baker County Board of County Commissioners reserves the right to reject any or all bids, to waive any informalities or irregularities in any bids received, to re-advertise for bids, or take any similar actions that may be deemed to be in the best interest of the County.

BAKER COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA

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Kennie Downing  
County Manager

## SECTION 1: PROJECT INFORMATION

**PURPOSE:** The Baker County Board of County Commissioners (“County”) is seeking several local auto shops to provide routine vehicle maintenance and repair services on County vehicles including EMS transport trucks, sedans, light duty trucks, sports utility vehicles, vans, and heavy-duty trucks on an as-needed basis. Companies must be located in Baker County, Lake City, Jacksonville, or other areas within a 30 minute driving distance from Macclenny. The County intends to enter into a one (1) year agreement for routine maintenance and repair services, with the option to renew for one (1) additional year based on mutual consent of both parties.

### **MINIMUM REQUIREMENTS:**

The bidder must have been in the business of vehicle repairs for a minimum of 2 years.

The bidder must possess a valid business license as a vehicle repair shop.

The bidder(s) is required to have the capabilities to perform routine, scheduled, unscheduled, and any major component overhaul, rebuilding, repairing and replacement capabilities.

A list of County vehicles are included as Attachment A. Bidders are not required to have capabilities to services all vehicles on the list. Bidders should provide a bid for the vehicle types they are qualified to service.

The County reserves the right to award to multiple bidders.

## SECTION 2: BID QUESTIONS

**Proposers are directed not to contact County Commissioners, County departments or divisions until award has been made by the Board of County Commissioners. ALL QUESTIONS FROM BIDDERS SHALL BE ADDRESSED IN WRITING TO THE COUNTY MANAGER (see contact information below).**

**Additional Information/Addenda.** Any ambiguity, conflict, discrepancy, omissions or other error discovered in this solicitation must be reported immediately in writing to the County Manager and a request made for modifications or clarification. Request for additional information or clarifications will be received by email or letter. The request must contain the submitter’s name, address, phone number, facsimile number, and email address and addressed to:

Kennie Downing  
County Manager  
55 N. 3<sup>rd</sup> St.  
Macclenny, FL 32063  
(904) 259-3613

Email: [kennie.downing@bakercountyfl.org](mailto:kennie.downing@bakercountyfl.org)

Addenda: If any addenda are required, the County will post the addendum on the County website. It is the bidder's responsibility ensure all addenda are received and read.

**Proposals and Presentation Cost.** The County will not be liable in any way for any cost incurred by bidders in the preparation of their bid response nor for the presentation of their proposals or participation in any discussions or negotiations.

**SECTION 3: REQUIRED COUNTY FORMS – The following forms must be included with your bid, or your bid will be determined incomplete.**

- 1) Bidder Qualification Sheet**
- 2) Bid Price Sheet**
- 3) Copy of Business License. Include a copy of the license in the bid response.**
- 4) Public Entities Crimes Form (Attachment B must be signed in front of a notary).** A person or affiliate who has been placed on the convicted Bidders list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Bidder list. By signature on this solicitation and confirmation on the attached form, proposer certifies that they are qualified to do business with Baker County in accordance with Florida Statutes.

**SECTION 4: SCOPE OF WORK**

The County is seeking bids from qualified vehicle maintenance and repair companies in the Baker County, Lake City, Jacksonville, and other areas within 30 minute driving distance from Macclenny. The companies chosen shall be at the sole discretion of the County. The successful bidder(s) shall perform routine vehicle maintenance and repair services on County vehicles including sedans, light duty trucks, sports utility vehicles, vans, and heavy-duty trucks and EMS transport trucks on an as-needed basis. There are approximately 63 County vehicles which includes 4 EMS transports that may be serviced by this contract. A list of vehicles is included as Attachment A.

The County may add vehicles or delete vehicles from its list during the term of this agreement at the discretion of the County. Any vehicles added to the contract shall be offered the same bid prices as in the original bid.

The County will not pre-pay for repair parts needed.

**Routine Maintenance**

The contractor(s) shall provide bid prices for the following routine maintenance services on the vehicles listed:

- Oil change, filter replacement with fluid check and “top off” of all fluids as required (coolant, brake, power steering, wiper fluids etc)
- Chassis lube service with fluid check
- Transmission fluid and filter change service
- Bulb or fuse replacement
- Wiper blade replacement
- Coolant flushes and refills
- Air conditioning system checks up
- Safety inspection and annual vehicle inspection
- Vehicle mechanical repairs
- Tire rotations

The contractor(s) will provide a written checklist at each oil change of the work performed. The list will consist of all fluid checks, brake check, tire check, belts and hoses, filters, wiper blades, and battery check. The contractor(s) are required to “top off” all fluids as required.

Contractor(s) must complete the checklist and detail all services performed and all costs associated with the service to include parts. The contractor(s) must also note any conditions observed that will require additional work and shall submit an estimate for repairs based on the rates for parts, labor, and any diagnostics offered in this bid.

As the oil market is volatile, an increase to the price of oil will be considered if the price of oil increases nationally. Price increases for labor for oil changes will not be accepted. Bidders must have proof of the national oil price increase available.

### **Non-Routine Repairs**

Any repair not considered “routine maintenance” as described above will require a written estimate and pre-approval by the County prior to performing any work on the vehicle.

The contractor(s) shall provide the County with a fixed price mechanic’s hourly labor rate and the proposed discount rate on repair parts for service not classified as routine maintenance. The discount rate on repair parts shall be from the manufacturer’s printed parts price list and shall remain fixed until the manufacturer provides an updated printed parts price list.

All repair estimates must clearly identify the vehicle to be repaired to include the vehicle identification number (VIN) or license plate number, or unit number, work to be performed, and the date the estimate was submitted.

In the event any repair requires that a vehicle be kept overnight at the contractor’s repair facility, the contractor must secure the vehicle.

The contractor(s) shall provide the required services and will not subcontract or assign the services without the prior written approval of the Baker County.

The contractor(s) shall not hire any County employee for any of the required services without the prior written approval of the Baker County.

The parties agree that the contractor(s) are neither employees nor agents of the Baker County for any purpose.

The County reserves the right to inspect the vehicle to verify the proposed repair work.

**Warranty**

If a standard parts or labor warranty exists, the contractor(s) will supply a minimum warranty of 4,000 miles or 90 calendar days on all labor and parts services.

**Quality Assurance**

Contractor must have been in the business of vehicle maintenance and repair services for the period of two years.

All contractor(s) supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.

**Repair Parts**

Contractor(s) will utilize quality brand replacement parts that are Original Equipment Manufacturer (OEM) spec and quality. All effort will be made to obtain repair parts from local parts store; the vehicle dealership is the last resort to obtain repair parts. Used, salvaged, and rebuilt replacement parts will not be accepted without the prior written approval from the County.

**Invoices**

All invoices must clearly indicate the specific vehicle, department, VIN number, license plate number, or unit number on which the contractor(s) performed service or maintenance.

**Evaluation Criteria – Bids will be evaluated on the following criteria:**

The bidder or bidders offering the best value to the County will be selected based upon the selection criteria described below.

**Pricing (30%)**

**Experience (30%)** Review of references and quality assurance requirements described above.

**Ability to Perform (40%)** Size and number of bidder's facility, number of mechanics, number of service bays, etc.

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

BIDDER QUALIFICATION SHEET

**Bid 2016-06  
Vehicle Maintenance And Repair  
for EMS transport trucks and Fleet  
Services**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

1. Number of years company has been in the business of vehicle maintenance and repairs services: \_\_\_\_\_

2. Number of repair employees: \_\_\_\_\_

3. Number of service bays: \_\_\_\_\_

4. Hours of operation: \_\_\_\_\_

5. Do you have a wrecker or have a wrecker company under contract in case the County has an inoperable vehicle that needs to be towed to your location?

\_\_\_\_\_  
\_\_\_\_\_

6. Are there any additional services you want to offer to the County? If so list below, and provide costs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID PRICE SHEET**

**Bid # 2016-06  
EMS Transport Truck and Fleet  
Vehicle Maintenance And Repair  
Services**

Enter prices on the four Bid Price tables:

A) Automobiles, B) Light Trucks and Sports Utility Vehicles, C) Heavy Duty Trucks, and D) EMS Transport Trucks, and E) Services applicable to all vehicles listed and Non-Routine Repair Services.

**A) Automobiles**

Routine maintenance services on the vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Bulb and fuse replacement	
5	Wiper blade replacement	
6	Coolant flushes and refills	
7	Air conditioning systems check up	

**B) Light Trucks & Sports Utility Vehicles**

Routine maintenance services on the vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Bulb replacement	
5	Wiper blade replacement	
6	Coolant flushes and refills	
7	Air conditioning system check up	



**C) Heavy Duty Trucks**

Routine maintenance services on the vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Bulb replacement	
5	Wiper blade replacement	
6	Coolant flushes and refills	
7	Air conditioning systems check up	

**D) EMS Transport Trucks**

Routine maintenance services on the vehicles listed:

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Oil change, filter replacement with fluid check	
2	Chassis lube service with fluid check	
3	Transmission fluid and filter change service	
4	Bulb replacement	
5	Wiper blade replacement	
6	Coolant flushes and refills	
7	Air conditioning systems check up	

**E) All Vehicles and Non-Routine Repair Services**

<b>Item</b>	<b>Description</b>	<b>Bid Price</b>
1	Safety Inspection	
2	Annual vehicle inspection	
4	Non-Routine Mechanical repairs (Provide hourly rate)	\$ /hr.
5	Provide discount rate on repair parts for non-routine repairs. Discounted from bidder printed parts price list.	%

**ATTACHMENT “A” -List of County Vehicles for Fleet Vehicle Maintenance and Repair Bid  
(The County makes no guarantee of actual quantity of vehicles serviced per year.)**

<b>Department</b>	<b># of vehicle</b>	<b>Year</b>	<b>Make &amp; Model</b>
Ag Extension:	1	2008	Chevrolet Uplander Van
Planning & Zoning:	1	2008	Chevrolet Silverado
Road Dept- Light Duty:	1	2008	Dodge 4500 4x4 (#35)
	1	2006	Chevrolet Silverado 4x4 (#102)
	1	2000	Ford Passenger Van (#816)
	1	2006	Dodge Durango UT (#144)
	1	1999	Jeep Cherokee (#186)
	3	2014	Ford F250 (#760, 761, 762)
	1	2001	Ford F350 (#815)
	1	2005	Chevy Silverado (#803)
Solid Waste Dept-L.D:	1	2007	Ford F150 4x4 (#156)
	1	2007	Ford Passenger Van (#343)
	1	2015	Ford Passenger Van (#817)
Road Dept- Heavy Duty:	2	2000	Sterling Dump Truck (#190/191)
	1	2006	Mack Dump Truck (#196)
	1	2012	Mack Dump Truck (#197)
	1	2008	Ford Flatbed Dump Truck (#427)
	1	2016	International Workstar Truck (#806)
Solid Waste- Heavy Duty:	1	2005	Mack Truck with Roll Off (#255)
	1	2002	Mack Truck with Hoist (#345)
	1	2012	Mack Garbage Truck with Roll Off (#447)
EMS:	1	2005	Ambulance- International 4300LP
	1	2008	Ambulance- Ford F450
	1	2003	Ambulance- Ford F350
	1	2000	Ambulance- Freightliner FL60
	2	2010	Ambulance- Dodge 4500
	1	2003	Ford Explorer
Administration:	1	2006	Chevrolet Impala
	1	2006	Ford Explorer
	1	2012	Chevrolet Silverado
Recreation:	1	2005	Ford F250
Animal Control:	1	1989	Ford 1500 pickup
	1	2014	Ford F150
	1	2008	Ford F250
Maintenance:	1	2008	Chevrolet 1500

		1	2004	Ford F150
Fire		2	2009	Ford Explorer XLT Command
		1	2006	Ford Explorer XLT Command
		1	2002	Chevrolet Blazer
		2	2007	Pierce Contender Fire engine
		1	1991	Emergency One Fire engine
		5	1898	FMC fire engine
		4	1997	Chevrolet tanker
		1	2006	Ford F350
		2	1989	FMC tanker
		2	2000	Ford F350 attack truck
		1	1996	Volvo Kovatch tanker
		1	1987	Military brush truck
<b>TOTAL VEHICLES:</b>		<b>63</b>		

**ATTACHMENT "B"**

**BAKER COUNTY**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,  
ON PUBLIC ENTITY CRIMES**

**TO BE RETURNED WITH BID**

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for \_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_ (entity submitting sworn statement), whose business address is \_\_\_\_\_ and its Federal Employee Identification Number (FEIN) is \_\_\_\_\_. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_).
3. My name is \_\_\_\_\_ (please print name of individual signing), and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or

- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm’s length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted bidder list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted bidder list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted bidder list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted bidder list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPREAEED BEFORE ME, the undersigned authority,  
\_\_\_\_\_, who, after first being sworn by me, affixed his/her signature in  
the space provided above on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_ (seal)