

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
INVITATION TO BID
ITB NO. 17/18-026AO
VEHICLE MAINTENANCE SERVICES

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Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060
386.362.1001
386.362.1056 (Fax)
800.226.1066 (Florida only)
www.mysuwanneeriver.com

SECTION 1 - INTRODUCTION

The Suwannee River Water Management District (District) is requesting sealed bids for a three-year commitment to provide preventative maintenance and repair services for the 23 vehicles in the District’s vehicle fleet. The initial maintenance and repair contract shall be for a period of one year with the potential for two subsequent one-year renewals based upon the prior year’s performance by the Contractor, the District’s availability of funding, the same terms and conditions or terms more favorable to the District, and mutual agreement of the District and the Contractor.

SECTION 2 - PROPOSED SCHEDULE

| | |
|-----------------|--|
| June 15, 2018 | Release of Invitation to Bid (ITB). |
| June 29, 2018 | Bids due prior to 10:00 a.m. at District Headquarters in Live Oak. Opening will occur at this time.* |
| July 2, 2018 | Selection Committee Meeting at 10:00 a.m.* |
| October 1, 2018 | Contract Execution and Notice to Proceed. |

* Denotes a public meeting. All times denote local time.

SECTION 3 - INSTRUCTION TO RESPONDENTS

1. General Qualifications: In order to be considered for this repair and maintenance contract, bidders must have owned and operated their vehicle repair business for the past three consecutive years, and must demonstrate their qualifications to the District by submitting at least three commercial references. Bidder’s business location must be located within 10 miles of District headquarters.
2. Delivery of Bids: Bidders are required to complete and submit one (1) original and one (1) electronic copy of the Bid Response Form included in Section 6, in one sealed envelope to:

Tilda Musgrove
 Suwannee River Water Management District
 9225 County Road 49
 Live Oak, Florida 32060

Bids are due at the above address by 10:00 a.m. on June 29, 2018. Bids received after this time, for any reason, will be rejected.

FAX transmittals will not be accepted.

All bids shall be submitted in a sealed envelope with the following clearly marked in large, bold and/or colored lettering:

**ITB 17/18-026AO
 Vehicle Maintenance
 Bid Opening June 29, 2018
 10:00 a.m.**

Bids delivered in an envelope not properly marked with the ITB number and bid opening date and time that are inadvertently opened by District personnel will not be considered. The

bid shall be hand-delivered or mailed. **Respondents should note that neither the U.S. Postal Service, FedEx, UPS nor any other common carrier guarantee morning delivery of packages to the District; responses sent via these carriers should be sent in time for delivery the afternoon before the due date.**

3. Additional Information: Additional packages may be obtained by contacting Gwen Lord at 386.362.1001, or by logging on to www.mysuwanneeriver.com.

SECTION 4 – KEY POINTS

Challenge of Solicitation Process: If a potential respondent protests any provisions of this ITB, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the ITB on the District's website and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes, shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2011).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of District's Intent to Award Contract: If a respondent intends to protest District's intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2011).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans with Disabilities Act: The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the District at 386.362.1001 or 800.226.1066 (Florida only). The District's fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, marital status, or

sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran's Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected respondent shall represent that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a 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 s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

Insurance Requirements: If awarded, the Contractor shall provide insurance as follows:

1. Contractor will purchase and maintain all insurance necessary to protect it from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of its employees, including claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting therefrom - any or all of which may arise out of or result from Contractor's operations under this Contract, whether those operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable.
2. This insurance shall be written for not less than any limits of liability specified in this Contract or required by law, whichever is greater, and shall include contractual liability insurance. The limits of liability for insurance shall be as follows:
 - a. For workers' compensation insurance, the limits shall be as required by law;
 - b. For motor vehicular liability insurance, the limits shall be for not less than \$500,000 combined single limit;
 - c. For general liability insurance, the limits shall be a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate.
3. Before starting the work, Contractor will file with the District certificate(s) of insurance, acceptable to the District, providing evidence that Contractor has in full force and effect the insurance required herein with insurers authorized to do business in the State of Florida. These certificate(s) shall contain provision(s) that provide, without limitation, the following:
 - a. Name the District as a named or additional insured without waiving any defense of sovereign immunity or increasing the limits of District's liability in excess of the statutory cap provided under Section 768.28, Florida Statutes.
 - b. The coverage afforded under the policies will not be cancelled or materially changed until at least 30 days prior written notice has been given to the District.

Rejection of Responses: The District reserves the right to reject any and all bids or other proposals submitted in response to District invitation. District also reserves the right to waive any minor deviations in an otherwise valid proposal.

Renewal of Contract: The initial contract shall be for a period of one year with the potential for two subsequent one-year renewals based upon the prior year's performance by the Contractor, the District's availability of funding, the same terms and conditions or terms more favorable to the District, and mutual agreement of the District and the Contractor.

SECTION 5 – SCOPE OF SERVICES

Upon written request from the District, the Contractor shall provide preventative maintenance on the District's vehicles. Preventative maintenance shall occur on District vehicles every 180 days or 5,000 miles, whichever comes first. A list of the District's vehicles as well as other supporting information has been included in Section 7.

General requirements: Vehicles must be picked up from and returned to the District. Every vehicle must be thoroughly inspected, and a checklist must be filled out, with all noted deficiencies promptly reported to the District. Preventative maintenance activities requiring less than \$500 in parts and labor are to be charged to the District. Preventative maintenance activities that require more than \$500 in parts and labor will require specific authorization by the District.

Inside Vehicle Checks:

1. Instruments and Controls – Check all instruments, gauges, switches, controls and warning devices.
2. Lights and Horn – Inspect all lights and signals; replace as needed.
3. Brakes and Clutch – Test to determine if functioning properly and if pedal free travel is adequate.

Outside Vehicle Checks:

1. Windshield Wipers and Washers – Check serviceability, report damage.
2. Lights, Lenses and Reflectors – Inspect for breakage or damage.

Under Vehicle Checks:

1. Drive Line Units – Check engine mounts, transmission mounts, transfer case mounts, PTO mounting, clutch housing, drive shafts, U-joints, differential(s).
2. Wheels and Tires – Check wheel lugs for tightness, tires for damage and wear, rotate if required by wear, check air pressure.
3. Steering and Suspension – Check for free play, looseness and wear.
4. Leaks – Visually inspect engines, gear cases, backing plates, brake lines and fuel tanks for indication of leaking.
5. Exhaust System – Inspect muffler, exhaust tail pipe and connections for leaks.

Lube:

1. Chassis – Service all fittings and oil all control linkage.
2. Body – Lubricate all door and deck hinges, striker plates and latches, and door lock cylinders.
3. Hood – Oil latches and hinges.

4. Distributer Wicks, Speedometer, Tachometer, and Parking Brake Cables – Lubricate as needed.

Service/Change:

1. Change oil and filter.
2. Check and adjust tire pressures (including spare tire).

Check/Add Fluid:

1. Transmission – Check fluid level. Add as needed.
2. Gear Housings – Check fluid level. Add as needed.
3. Differential(s) – Check fluid level; change if operated in water.
4. Brake Master Cylinder – Check fluid level. Add as needed.
5. Power Steering – Check fluid level. Add as needed.

Under Hood Checks:

1. Windshield Washer – Check fluid level. Add as needed.
2. Fuel Filter – Replace as needed.
3. Emission Control System – Replace PVC valve, replace vapor storage filter element, service system.
4. Air Cleaner – Replace element.
5. Battery – Check fluid level, cables, and terminals.
6. Hoses and Drive Belts – Check for cracks and wear, serviceability and tension.
7. Compressor Air Conditioner – Run unit, observe Freon level at sight port.
8. Radiator – Check fluid level, check with hydrometer and rust inhibitors.

SECTION 6 - BID RESPONSE FORM
ITB 17/18-026
SRWMD Vehicle Maintenance Services
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Bidders shall provide the following:

| Service/Product | Cost |
|--|-------------|
| Price for maintenance ONLY of one vehicle (5 quarts oil)* | \$ |
| Price for additional oil per quart | \$ |
| Price for labor | \$ /hour |
| Material cost as a percent (%) above wholesale | % |
| Indicate source of material cost, such as Advance Auto Parts, NAPA | |

*(Maintenance includes oil, filter, grease, and fluids. Does not include belts, wipers, hoses, and other maintenance items.)

Bidder's Name _____

Address _____

Company Phone Number _____

Company Fax Number _____

Primary Contact Person _____

Primary Contact Email _____

Primary Contact Phone _____

Primary Contact Mobile _____

FEID# _____

Signature _____ Date _____

SECTION 6 - BID RESPONSE FORM
SRWMD Vehicle Maintenance Services
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**Commercial References:
Name, Address, Telephone, and Email**

1. _____

2. _____

3. _____

Are you a minority business? Yes No

Are you a U. S. Veteran? Yes No

SECTION 7 – DISTRICT VEHICLE LIST
SRWMD Vehicle Maintenance Services

| Vehicle Description | | Tag # | Mileage |
|---------------------|-------------------------|-------|---------|
| 2006 | Chevy 4x4 Silverado | 0089 | 171,568 |
| 2008 | Ford F250 4x4 | 1960 | 158,453 |
| 2016 | Ford F-150 4x4 | 1967 | 62,094 |
| 2006 | Ford Van Econoline E350 | 1998 | 94,353 |
| 2008 | Ford Escape | 2015 | 152,614 |
| 2008 | Chevy Silverado | 2017 | 155,894 |
| 2014 | Ford F150 | 2324 | 59,198 |
| 2008 | Ford F350 | 2325 | 79,993 |
| 2016 | Ford F-150 4x4 | 2326 | 30,585 |
| 2015 | Ford F150 4x4 | 2327 | 41,263 |
| 2014 | Ford Escape SE | 2331 | 86,718 |
| 2014 | Ford Escape SE | 2332 | 84,303 |
| 2005 | Ford Expedition | 2334 | 170,634 |
| 2016 | Ford Escape | 2335 | 33,734 |
| 2005 | Ford F-150 4x4 | 2533 | 192,814 |
| 2006 | Ford F-150 | 2751 | 171,976 |
| 2006 | Ford F-150 | 2752 | 156,540 |
| 2017 | Chevy Silverado | 3306 | 16,547 |
| 2018 | Chevy Silverado | 3308 | 1,866 |
| 2018 | Chevy Silverado | 3309 | 2,411 |
| 2018 | Ford Explorer | 3310 | 2,803 |
| 2018 | Ford Escape | 3311 | 1,422 |
| 2018 | Chevy Silverado | 3312 | 1,221 |
| 2008 | Ford Escape | 3628 | 187,788 |
| 2017 | Chevy Silverado | 96303 | 21,522 |
| 2017 | Chevy Silverado | 96304 | 22,135 |