

CITY OF MIAMI SPRINGS



Purchasing Department
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305)805-5035
Fax: (305)805-5018
romerot@miamisprings-fl.gov

Tammy Romero
Procurement Specialist

LEGAL NOTICE
REQUEST FOR PROPOSAL
FLEET SERVICES/MAINTENANCE
RFP# 05-14/15

Sealed Request for Proposal for **FLEET SERVICES/MAINTENANCE** for the City of Miami Springs, MIAMI SPRINGS, FL will be received until **2:30 P.M. on 28th day of July 2015**, via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

The Requests for Proposal will then be transferred to the Council Chambers. At time, date, and place noted above, packages will be publicly opened. Any Request for Proposal received after time and date specified will not be considered and returned to the vendor unopened.

A Bid Bond in the amount of ten percent (10%) of total proposal amount is required.

A **Mandatory Pre-Bid Conference** will be held at 9:30 AM on the **15th day of July 2015** at Miami Springs City Hall, Council Chambers, 201 Westward Drive, Miami Springs, Fl. 33166.

Deadline to request any additional information/clarification will be July 17th, 2015.

This Request for Proposal is available upon written request to Tammy Romero at romerot@miamisprings-fl.gov All requests must be accompanied by name, address, phone and fax number.

The City of Miami Springs reserves the right at any time to modify, waive, or otherwise vary the terms and conditions of this Request for Proposal including, but not limited to, the deadlines for submission, the submission requirements and the Scope of Work. The City further reserves the right to cancel or withdraw this Request for Proposal at any time.

City of Miami Springs

GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE OR REJECTION OF PROPOSALS

The City of Miami Springs reserves the right to waive irregularities or technicalities in Proposals or to reject all Proposals or any part of any Proposal.

ADDITIONAL INFORMATION

Each Proposer shall examine all parts of the Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. The City of Miami Springs shall not be responsible for oral interpretations given by any city employee, representative, or others. No plea of ignorance, by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City of Miami Springs or the compensation to the Proposer. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero
201 Westward Drive
Miami Springs, FL 33166-5259
Telephone: (305) 805-5035
Facsimile: (305) 805-5018

The Proposal title and number should be referenced on all correspondence. Should any questions or responses require revisions to the specifications as originally published, such revisions will be by formal amendment only.

The issuance of a written amendment is the only official method whereby interpretation, clarification or addition information will be given. If any amendments are issued to this Request for Proposal, the City will attempt to notify all prospective Proposers who have secured same; however, it shall be the responsibility of each Proposer, prior to submitting their Proposal, to contact the City of

Miami Springs to determine if an amendment was issued and make such amendment a part of their Proposal.

PROPOSAL SUBMISSION

One (1) Original and one (1) electronic copy on CD of this entire document as well as any other pertinent documents should be returned in order for the Proposal to be considered for award. Proposals shall be submitted to the Purchasing Agent properly signed in ink, notarized, and submitted in a sealed envelope on which shall be shown the name of the Proposer, Proposal opening date, and name and Proposal number of the proposal.

By submitting a proposal, the Proposer declares that he understands and agrees that this proposal, specifications, provisions, terms and conditions of same, shall become a valid contract between the City of Miami Springs and the undersigned upon notice of award of contract in writing and/or issuance of Purchase Order by the City of Miami Springs.

ASSIGNMENT

The successful Proposer(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

PROPOSER CERTIFICATION

Submission of a signed proposal is Proposer's certification that the Proposer will accept any awards made to him as a result of said submission at the prices and terms contained therein.

PROPOSAL TABULATIONS

Proposers desiring a copy of the Proposal tabulation may request same by enclosing a self-addressed stamped envelope with their Proposal.

PROPOSAL WITHDRAWAL

No proposal can be withdrawn after it is filed unless the Proposer makes his request in writing to the City prior to the time set for the opening of Proposals, or unless the City

fails to accept it within ninety (90) days after the date fixed for opening Proposals.

PROPOSER RESPONSIBILITY Before submitting the proposal, each Proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract, and to verify any representations made by the City that the Proposer will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful Proposer from his obligation to comply in every detail with all provisions and requirements of the contract documents.

DEFAULT Failure or refusal of a Proposer to execute a contract upon award, or withdrawal of a Proposal before such award is made, may result in forfeiture of that portion of any Proposal surety required equal to liquidated damages incurred by the City. Where surety is not required, failure to execute a contract as described above may be grounds for removing the Proposer from the Proposer's list.

DELIVERY All service, materials, and/or equipment are purchased F.O.B. point of delivery in Miami Springs. The successful Proposer must prepay all transportation charges to designated point of delivery in Miami Springs. Collect or Freight Due shipments will be refused.

EXCEPTIONS TO SPECIFICATIONS Proposers taking exception to any part or section of these specifications shall indicate such exceptions on their proposal and prove to the satisfaction of the City that said item is equal to, or better than, the product specified. Proposals for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, Proposer **MUST** attach to the specification documents on Company letterhead a statement identifying, but not limited to, the manufacturer, brand name, make, model and/or Catalog Number(s) of each proposed alternate, plus a complete

description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The Proposer must indicate any variances to the specification document no matter how insignificant.

The City of Miami Springs reserves the right to approve as an equal, or to reject as not being an equal, any article the Proposer proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith. Failure to indicate any exceptions shall be interpreted as the Proposer's intent to fully comply with the specifications as written.

Notwithstanding the foregoing, the City reserves the right to prohibit, in advance, any consideration of "or equal" submittals prior to the dissemination of any RFP specifications.

Proposers **MUST** submit any cost-saving/value-added alternate Proposal pricing suggestions, such as rebates, creative lease agreements, extended warranty periods, trade-in allowances, or the availability of discounts for floor model or demonstrator units at significant savings. Any alternate pricing should be noted as a separate line that may be subtracted from the Proposal pricing as specified, allowing for clear evaluation and value-analysis by the City.

EXPENSES INCURRED IN PREPARING PROPOSAL The City accepts no responsibility for any expenses incurred in the proposal's preparation, and presentation; such expenses are to be borne exclusively by the Proposer.

INDEMNIFICATION The Contractor shall indemnify and save harmless forever the City, and all the City's agents, officers and employees from and against all charges or claims resulting from any bodily injury, loss of life, or damage to property from any act, omission or neglect, by Proposer or its employees; the Contractor shall become defendant in every suit brought for any of such causes of action against the City or the City's Officials, agents and employees;

the Contractor shall further indemnify City as to all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claims and any resulting investigation.

INSURANCE Proposer, shall furnish evidence of insurance to the Procurement and Purchasing Department. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. The City of Miami Springs shall be listed as an "Additional Insured". Issuance of a purchase order is contingent upon the proper insurance documents. All insurance shall be maintained until work has been completed and accepted by the City.

General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form where a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability Insurance - covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 per occurrence for Bodily Injury and Property Damage combined.

Worker's Compensation Insurance - as required by Chapter 440, Florida Statutes.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength. The company must be rated no less than "B" as to management and no less than Class "V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Finance Director.

Certificates of Insurance acceptable to the City shall be filed with the City prior to the commencement of the work. These policies described above, and any

certificates shall specifically name the City of Miami Springs as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the City of Miami Springs.

Contractors shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

INSPECTION All articles, materials, and supplies purchased are subject to inspection on arrival at destination. The City of Miami Springs reserves the right to return for full credit at the risk and expense of the successful Proposer, all or part of the articles, materials, or supplies furnished contrary to specifications and instructions.

LATE PROPOSAL REJECTION The City of Miami Springs is not responsible for the delivery of any proposal. All proposals received by the Purchasing Agent after the time stated in the Request for Proposal, shall be returned unopened and will not be considered for award.

LAWS AND REGULATIONS It shall be understood and agreed that any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations. Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility. Non-compliance with all federal state and local orders and laws may be considered grounds for termination of contract(s).

LICENSES AND REGISTRATIONS The contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Dade County, the City of Miami Springs, or the State of Florida. Every vendor submitting a Proposal on this Request for Proposal should include a copy of the company's occupational license or a written statement on letterhead indicating the reason no license exists. Miami Springs, Florida-based businesses are required to purchase an Occupational License to conduct business within the City. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Miami Springs, may also be required to obtain such a license by their own local government entity or by Miami Springs. For information specific to Miami Springs occupational licenses call (305) 805-5030.

METHOD OF AWARD The City of Miami Springs reserves the right to make the award on a total or package basis or on a unit basis, whichever is deemed in the best interests of the City.

METHOD OF PAYMENT The City has implemented a purchasing card program through Sun Trust Bank, using the VISA network. Contractors with purchasing card capability will receive payment from the VISA purchasing card in the same manner as other Visa purchases. Accordingly, respondents with present purchasing card capability should have the ability to accept VISA or take whatever steps are necessary to implement such capability before the start of the agreement term. The City can only accept VISA, however, the purchasing card is not the exclusive method of payment. Please indicate your ability to accept Visa purchasing card on Proposal Form.

PATENTS AND ROYALTIES The Proposer, without exception, shall indemnify and save harmless the City of Miami Springs, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance

of the contract, including its use by the City of Miami Springs, Florida. If the Proposer uses any design, device or materials covered by letters, patent, or copyright, it is agreed that the Proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

QUALIFICATION OF PROPOSERS Each Proposer may be required, before the award of any contract, to show to the complete satisfaction of the City of Miami Springs that he has the necessary facilities, ability, and financial resources, to furnish the service/product as specified herein in a satisfactory manner, and he may also be required to show past history and reference which will enable the City to satisfy itself as to the Proposer's qualifications. Failure to qualify according to the foregoing requirements may justify the City in rejecting his Proposal.

PUBLIC ENTITY CRIMES 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 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 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

RELATION OF CITY It is the intent of the parties hereto that the successful Proposer shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered servants or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said successful Proposer, his

servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

TAXES The City of Miami Springs is exempt from Federal Excise and State of Florida Sales Tax. State Sales Tax and Use Tax Certificate Number is 23-11-324901-54C

TERM CONTRACTS The City's Fiscal year begins October 1 and ends September 30 of the following calendar year. When a Contract's term extends beyond the fiscal year in which the Contract commences, the City will issue a Purchase Order to cover its needs for the balance of that fiscal year. At the beginning of each fiscal year thereafter, a purchase order will be issued to correspond with that year. In the final year of the contract, a purchase order will be issued for the remaining months of the contract. Issuance of a new purchase order shall be subject to the availability of budgeted funds. If funds are not appropriated for continuance of a term contract to completion, cancellation may be effected upon thirty (30) days notice.

WARRANTY All material herein specified shall be fully guaranteed by the proposer against factory defects. Any defects which may occur as the result of either faulty material or workmanship within the period of the manufacturer's standard warranty will be corrected by the proposer at no expense to the City of Miami Springs.

BONDS AND INSURANCE REQUIREMENTS

Bid Bond

All proposals submitted to the City shall be accompanied by a bid bond in the amount of ten percent (10%) of total bid amount. The failure to submit the required bond with the actual bid shall constitute sufficient cause to invalidate the bid.

Bid bonds submitted by all unsuccessful proposers shall be returned within twenty (20) days of the bid award. If

the successful proposer fails to execute an appropriate contract with the City and provide all further bonds, insurance certificates and other required documentation within ten (10) days from the bid award (or from the receipt of the city contract, whichever is greater), the City shall have just cause to annul the bid award and forfeit the successful proposer's bid bond to the City.

The forfeiture of any bid bond shall not constitute a penalty, but shall serve to compensate the City for the damages it sustained in having to annul the bid award. While it is acknowledged that the City's damages in this regard are substantial, irreparable, and difficult to ascertain, the forfeited bid bond shall constitute the full liquidated damages due the City.

If a bid award is annulled and the bid bond forfeited, the City may then, in its sole and exclusive discretion, award the bid to the next lowest responsible proposer or reject all other Proposals.

Any successful proposer shall receive the return of its bid bond within twenty (20) days following its execution of an appropriate contract with the City and its submission of all further bonds, insurance certificates and other documentation required by the City's bid specifications.

Performance Bond - Not applicable

The successful proposer shall be required to provide the City with an acceptable performance bond in the amount of 100% of the estimated contract amount. This bond shall be submitted to the City at the same time that the successful proposer executes its contract with the City.

It is specifically understood and agreed that the performance bond shall constitute an absolute guarantee to the City that the successful proposer will satisfactorily complete all work and services required by its contract with the City. This bond shall remain in full force and effect during the entire contract period with the City and at least until one year after the date when

final payment becomes due. If the bond is written on an annual coverage basis, it must be renewed no later than thirty (30) days prior to its annual termination date.

The successful proposer's failure to submit the required performance bond by the time it executes its contract with the City shall constitute sufficient cause to annul the bid award.

Payment Bond - Not Applicable

The successful proposer shall be required to provide the City with an acceptable payment bond as described in Florida Statute §255.05. This bond shall be submitted to the City at the same time that the successful proposer executes its contract with the City.

It is specifically understood and agreed that the payment bond shall constitute an absolute guaranty that the successful proposer will properly and promptly pay all claimant and all other parties, as specified in Florida Statute §255.05, and otherwise fully comply with the

provisions contained within Florida Statute §255.05.

The successful proposer's failure to submit the required payment bond by the time it executes its contract with the City shall constitute sufficient cause to annul the bid award.

Form of Bonds

The City specifically reserves the right to approve, in its sole and exclusive discretion, the form and content of all required bonds. All bonds shall have as the surety thereon only such surety company as is acceptable to the City, in its sole and exclusive discretion, and which is authorized to write bonds of such character and amount under the laws of the State of Florida. A surety company must, at least, have a Best's Key Rating Guide General Policyholder's Rate of "A" or better and a Financial Category of Class "V" or better to be acceptable to the City. The attorney-in-fact or other officer who signs a bond must file with such bond a certified copy of his Power-of-Attorney authorizing him to do so.



City of Miami Springs
 201 Westward Drive
 Miami Springs, Florida 33166-5259

REQUEST FOR PROPOSAL
 FLEET SERVICES/MAINTENANCE
 RFP#05-14/15

Request for Proposal to be opened in the Council Chambers, 201
 Westward Dr., Miami Springs, FL 33166
 at 2:30 P.M. on July 28th, 2015

Vendor Name:	Federal Identification or Social Security Number:
Vendor Mailing Address:	Payment Terms: Bi-Weekly The City of Miami Springs' faster and preferred method of payment is by way of Visa (P-card). Do you accept this form of payment: Yes <input type="checkbox"/> No <input type="checkbox"/>
City - State - Zip Code:	Delivery in Days After Receipt of Purchase Order:
(Area Code) Telephone Number:	(Area Code) Facsimile Number:
E-Mail Address:	Initial appropriate box to acknowledge amendment(s), if necessary. <input type="checkbox"/> Amendment #1 <input type="checkbox"/> Amendment #2 <input type="checkbox"/> Amendment #3
I certify that this RFP is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting Proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for, and commit, the vendor.	Authorized Signature (Manual)
	Authorized Signature (Typed or Printed Title)
STATE OF: _____ COUNTY OF: _____ BEFORE ME, the undersigned authority, this document was acknowledged by _____ who: <input type="checkbox"/> is personally known to me, or <input type="checkbox"/> produced identification _____ who, after being duly sworn by me, states that he/she has executed this document for the purposes herein expressed. SWORN TO AND SUBSCRIBED before me this ____ day of _____, 2015. MY COMMISSION EXPIRES: _____ NOTARY PUBLIC, State of Florida At Large _____ Printed Name	

STATEMENT OF NO RESPONSE

Some recipients of this solicitation may elect not to respond for a variety of reasons. The City of Miami Springs is very interested in learning whether certain conditions exist with our solicitation process which may discourage responses. Accordingly, if you elect not to respond with an offer to this solicitation, we ask that you indicate the reason below and either fax this form to 305-805-5018 or mail the form to:

City of Miami Springs
Finance Department
201 Westward Drive
Miami Springs, FL 33166-5259

- We do not offer this product/service or an equivalent.
- Our schedule would not permit us to perform
- Insufficient time to respond to solicitation.
- Unable to meet specifications.
- Specifications not clear.
- Unable to meet bond and/or insurance requirements.
- Solicitation addressed incorrectly.
- Specifications "too tight"
(i.e. geared to specific brand or manufacturer).

If an explanation is appropriate, you may include it below or in an attached letter.

Due to the large number of companies listed on the City's vendor list and the cost of mailing, it is necessary to delete the names of persons or businesses who fail to respond to three (3) consecutive solicitations without giving a reason or requesting retention on our vendor list.

Do you desire future solicitations? Yes No

Name: _____ Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

CONTRACTOR'S QUESTIONNAIRE

Company Name: _____

Principal Officer: _____

Company Address: _____

Years in Business under Present Name: _____

Primary type of work your firm engages in: _____

Years experience in your primary type of work: _____

List other types of work your firm engages in: _____

Does your organization have current occupational license(s) and certificate(s) of competency entitling it to do the work contemplated in this Contract? _____

Include copies of licenses and certificates with bid proposal.

Does your organization currently accept Visa (P-Cards) as form of payment? Yes No

Demonstrate your capacity to perform work of this magnitude by indicating five (5) projects within the past two (2) years that are equal to or greater in scope.

Company Name:		Contact Name:	
Contract Amount:		Phone #	Fax #
Email:			

Company Name:		Contact Name:	
Contract Amount:		Phone #	Fax #
Email:			

Company Name:		Contact Name:	
Contract Amount:		Phone #	Fax #
Email:			

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Have you ever failed to complete any work awarded to you? _____

If so, where and why? _____

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? _____

If so, state name of individual, name of owner, and reason thereof: _____

What equipment do you own that is available for the proposed work.

What Bank or Banks have you arranged to do business with during the course of the Contract should it be awarded to you?

List the names, addresses, and phone numbers of all subcontractors which you may utilize to perform this contract. No change in subcontractors, as listed, will be allowed without the written approval of the City of Miami Springs.

SPECIAL CONDITIONS

SCOPE The intent of these specifications is to set forth and convey to prospective Proposers the **Fleet Services/ Maintenance** as desired by the City of Miami Springs.

TERM OF CONTRACT This contract will be in effect for a one (1) year period effective from date of award and the prices quoted hereunder shall be firm to the City of Miami Springs for the duration of the contract. Prior to, or upon completion, of that initial term, the City of Miami Springs shall have the option to renew this contract for an additional four (4) one (1) year periods on a year-to-year basis. The renewals are contingent upon satisfactory performance by the contractor and availability of funds.

Indicate your acceptance or rejection of the City's renewal options by initialing the appropriate box and providing the amounts of fees quoted for each option year below.

Accept	Reject
--------	--------

Option Year #1 _____

Option Year #2 _____

Option Year #3 _____

Option Year #4 _____

TERMINATION OF CONTRACT The City of Miami Springs reserves the right to terminate this contract if the successful Proposer fails to perform satisfactorily in all areas of service, availability, delivery, quality and any other area covered by these specifications. In the event of such cancellation, the City additionally reserves the right to make the award for the balance of the contract period to the next higher Proposer.

EVALUATION OF PROPOSALS Bid evaluation will be based on:

- Cost of services to the City of Miami Springs.
- Experience
- Qualifications

FAILURE TO COMPLY Any failure on the part of a responder to provide the documentation set forth in the bid specifications could, in and of itself, constitute a determination that the proposal is non-responsive and therefore disqualified.

PROPOSERS STANDARD CHECKLIST:

Did you remember to include/complete the following?

- _____ 1 Original (hardcopy) and 1 electronic copy on a CD of bid submittal
- _____ Copy of current licenses
- _____ Proof of current insurances
- _____ Bid Bond
- N/A Payment/ Performance Bond (Due upon signature of contract)
- _____ Sign for Amendment receipts
- _____ Non-Collusion Affidavit
- _____ Certification Regarding Drug-Free Workplace
- _____ Equal Employment Opportunity Clause for Contract
- _____ Certification Regarding Debarment, Suspension, and other responsibility Matters
- _____ Indemnification and Hold Harmless

Although the foregoing is intended to provide a complete list of all bid requirements and submittals, the City's failure to include any bid requirements or submittals therein, shall not constitute a waiver of any RFP requirements for any proposer.

General Information

1. Intent

The City of Miami Springs is seeking Proposal's from experienced and qualified companies to provide staffing only for 3 Full time ASE Certified Mechanics for the City of Miami Springs Fleet Maintenance Services division. The 3 Full time required mechanics are to report to the City of Miami Springs Maintenance Facility located at 345 N. Royal Poinciana Blvd., Miami Springs, Fl. 33166 Monday through Friday during the required hours below, excluding holidays for maintenance services to our citywide vehicles and equipment as follows:

- Mechanic #1 must work from 7:00 A.M. - 3:30 P.M. (Mon.-Fri.)
- Mechanic #2 must work from 7:00 A.M. - 3:30 P.M. (Mon.-Fri.)
- Mechanic #3 must work from 7:00 A.M. - 3:30 P.M. (Mon.-Fri.)

The hours listed above are considered the required 40 hours per week per mechanic during a **normal** Monday through Friday work week. The following are City of Miami Springs observed holidays, however, one mechanic must be available to work these holidays, as our Sanitation trucks are on the road:

- | | |
|------------------------------|--------------------------|
| ▪ New Year's Day | ▪ Veteran's Day |
| ▪ Martin Luther King Jr. Day | ▪ Thanksgiving Day |
| ▪ Memorial Day | ▪ Day after Thanksgiving |
| ▪ Independence Day | ▪ Christmas Day |
| ▪ Labor Day | |

2. Background

The City of Miami Springs currently has a fleet of 75 automobiles: (law enforcement and administrative), light and heavy weight trucks, vans, and buses in addition to 22 pieces of various small equipment such as; generators, compressors, root cutter, stump grinders, plate compactor, roller, trash pump, chipper, bobcat, golf carts, riding mowers, concrete mixer sod cutter and miscellaneous equipment as well as 10 trailers used by the City. A current vehicle/equipment list can be obtained upon request.

The Fleet Maintenance service is currently responsible for employing 3 Full-Time Certified Mechanics daily to perform routine service and maintenance, remedial repairs/overhaul, component repairs/overhauls, welding and fabrication and rehabilitation to the entire City's fleet which includes, but are not limited to the following:

- gas and diesel engines
- small 2 cycle engines
- general construction equipment
- garbage trucks
- backhoes, skid steers and general construction equipment
- compressors
- generators (all sizes)
- busses- gas and diesel
- Police vehicles and equipment
- Small pick-up trucks
- Golf carts
- Boats and boat engines
- automobiles including the following models:
 Ford, Chevy, Toyota & Dodge

Contractor **MUST** be able to provide qualified mechanics to perform routine Preventative Maintenance (PM) such as oil changes and replacement of air and oil filters. Additionally, the contractor **MUST** be responsible for furnishing the equipment necessary for the mechanics to perform additional functions such as diagnostics and repairs to more complex items that include, but are not limited to the following:

- A/C systems
- Brake systems
- Electrical systems
- Hydraulic systems
- Tire repairs, service, and replacement (all sizes)
- Suspensions
- Transmissions
- Differentials
- Radiators

These fleet maintenance services are currently performed under the City owned maintenance facility at the Public Works Department located at 345 N. Royal Poinciana Blvd., Miami Springs, FL 33166. The Public Works Director or his designee is the point of contact and interface with the Contractor in the day-to-day operational or technical matters as the Administrator. The City maintains a small stock of parts for routine maintenance needs. In addition, the gasoline, propane and diesel for all the vehicles are all purchased and stored on site by the City. The Materials Clerk and Procurement Supervisor work with the fleet services to procure all emergency parts, in addition to, other items needed for the facility.

3. Request for Proposal Requirements

1. This Request for Proposal (RFP) is available upon written request to Tammy at romerot@miamisprings-fl.gov.

All inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero, Professional Services Supv./Purchasing
201 Westward Drive
Miami Springs, FL 33166-5259
Telephone: (305) 805-5035
Facsimile: (305) 805-5018

2. Respondents are to meet at **9:30 AM** on the **15th day of July 2015** in the Council Chambers (second floor) located at Miami Springs City Hall, 201 Westward Drive, Miami Springs, Fl. 33166, for a Mandatory Pre-Bid Conference where questions will be answered.
3. One (1) original hardcopy and one (1) electronic copy on CD of this entire document as well as all other pertinent documents must be returned in order for the Proposal to be considered. The RFP shall be signed in ink, notarized, and submitted in a sealed envelope; identifying the name of the company, RFP opening date, project name and RFP proposal number to:

City Clerk, City Hall
2nd floor
201 Westward Drive
Miami Springs, FL 33166

4. Respondent must include evidence of insurance with submittal of this RFP. The awarded company is responsible for maintaining Worker's Compensation, Commercial General Liability, Contractual Liability, Automobile Liability and Garage Liability Insurance during the entire term of contract.

The company must deliver to the Procurement Specialist, with a copy to Public Works Department, certificates showing the existence of the above required insurance of which the company is required to purchase and maintain in accordance with the General Conditions and Instructions section of this RFP.

5. Respondent must include copies of current licenses.

6. Projected Timeline- (Dates are subject to change).

Advertise RFP	June 25th, 2015
Pre-Bid Meeting	July 15th, 2015
Clarification deadline	July 17th, 2015
Amendment(pending complexity)	July 20th, 2015
RFP Opening	July 28th, 2015
Recommendation to Council	August 10th, 2015

7. Each respondent is responsible for determining all factors necessary for the submission of a comprehensive response to this RFP. At minimum, the responses should include an outline of levels of services offered, record keeping techniques, day-to-day operations/scheduling and the abilities to perform these and any other services necessary to maintain a completely operative, efficient and effective Fleet Services/Maintenance division.
8. The company must be able to provide 3 Full-time (ASE) Automotive Service Excellence certified mechanics at all times during the required work hours as required above in Section 1- Intent.

During any 8 hour work day, there **MUST** be at least 2 full time mechanics on site at any given time. In the event of any unforeseen illnesses, such as the mechanic "calling in Sick" it is the responsibility and requirement of the company to have the assigned replacement of a qualified mechanic present and ready to work within 2 hours of the notification made by the director or his designee of the City. The newly re-assigned mechanic must report to the front office and "check-in" as the temporarily assigned replacement. In the event that one or more mechanics is out sick for longer periods of time, requires a leave of absence, or are on vacation etc., it is the responsibility of the company to find and provide a qualified replacement mechanic to cover the required 40 hours per mechanic during the work day/week.

In the event that a replacement mechanic is not granted by the company or one is un-available, the City of Miami Springs reserves the right to make adjustments to all invoices billed incorrectly by the company for hours not worked.

9. The City of Miami Springs reserves the right to randomly request driver's licenses records, at the contractor's expense.
10. Mechanics must be available to work outside the normal operating hours, and perform additional tasks whenever the City determines there to be a "need" or an emergency situation. These requests may be after normal business hours or during holidays, if needed.

These hours, as agreed upon by the City, may be billed separately at the hourly rate as indicated in the Rates Table Form attached.

11. In addition to working outside the normal hours, as mentioned above, the contractor will be required to work with director or designee to develop a "Hurricane Plan" which will establish roles and procedures expected before, during and after a hurricane. This plan may also include circumstances in which the mechanics may have to work outside the normal operating hours or require performance of additional tasks.
12. All third party services, parts and supplies must be pre-approved by the director or his designee prior to any commitments and must be invoiced directly to the City.
13. All mechanics must meet and pass standard drug and alcohol testing, physical exams and background checks. The City reserves the right to randomly request verification and retesting of all the above.
14. All mechanics must maintain at all times a valid Florida Class "B" Commercial Driver's License (CDL).
15. All work performed by the mechanics must be in accordance with the Original Equipment Manufacturer's (OEM) specifications.
16. Mechanics must be able to perform/provide the following:
 - Reduce overall fleet maintenance costs
 - Improve vehicle and equipment availability and reduce vehicle downtime
 - Maintain open lines of communications
 - Maintain a safe and clean work area
 - Maintain a rigorous Preventive Maintenance Program (PM)
 - Maintain an efficient and effective fleet services/Maintenance division
 - Road Service/Emergency calls
 - Test drive vehicles
 - Quick fixes
 - New Vehicle Preparation
 - Prepare surplus vehicles/equipment for auctioning
 - Tire services and repairs (all sizes)
 - Welding and Fabrication
 - Provide purchasing support for all vehicle purchases, parts and third party services
 - Follow all Federal, State and local requirements
 - Quarterly Reporting and Daily Record keeping
 - Prioritize repairs

17. Mechanics must be qualified, experienced, professional personnel able to comply with City policies and procedures and be responsible for day-today operation of the Fleet Maintenance Services division in an efficient and effective manner.
18. Contractor must furnish mechanics with all the required tools (both specialty and hand tools) and any diagnostic equipment needed to maintain the fleet division as required within this scope of work.
19. Mechanics must work with Director or designee to properly dispose of all hazardous wastes, oils, etc. All disposals must be in accordance with current County, State and Federal laws and EPA regulations.

PREVENTIVE MAINTENANCE (PM) SCHEDULE FOR FLEET VEHICLES

NOTE: ALL receipts/invoices for third party services or repairs must be sent to the Public Works director or his designee for data entry into our fleet management system.

Review and check the vehicle owner's operation manual for directions on specific vehicle operations and maintenance items

"A" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 3,000 MILES OR THREE MONTHS OF SERVICE:

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings, chassis, including all U-joints
- ✓ Check all fluid levels and fill as necessary
 - o Battery
 - o Radiator
 - o Power steering reservoir
 - o Windshield washer
 - o Master cylinder
 - o Transmission
 - o Transfer case
 - o Differential
 - o Brake
- ✓ Inspect exhaust system
- ✓ Inspect wiper blades
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts and hoses
- ✓ Check air filters and replace if necessary
- ✓ Diesel pickups: Change fuel filter annually (preferably in the fall)

"B" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 10,000 MILES:

- ✓ Perform all items listed on the "A" PM checklist, PLUS:
- ✓ Check/replace timing belt
- ✓ Check and adjust brakes and wheel bearings
- ✓ Check and adjust valves for rocker-type arms
- ✓ Check temperature for engine thermostat
- ✓ Inspect/replace cooling system hoses and fluid for cleanliness
- ✓ Check for leaks and other problems
- ✓ Rotate tires on all light vehicles (under 10,000 lbs. GVWR)
- ✓ Pack front wheel bearings if applicable
- ✓ Drain and refill automatic transmission fluid and replace filter
- ✓ Replace fuel filter if in fuel line
- ✓ (Dodge Charger hemi engine) replace spark plugs with platinum plugs at 30,000 miles only
- ✓ Drain and refill automatic transmission fluid and replace filter

The complete RFP response must be submitted in the format below:

Section 1- Executive summary/Vendor Profile

- Brief history of your company
- Organizational chart
- Resume of recommended **mechanics**
- Name, title, address, phone number and email of account representative/ Project Manager to be assigned to the City

Section 2- Types of Services offered/available

- Proposed work to be performed
- Indicate your companies strengths and weaknesses
- Ability to meet staffing requirements in the event of hospitalizations, vacation time, sick leave, etc.

Section 3- Day-to-day operations (How are the handled)

- Preventive Maintenance (PM) scheduling, practices and frequency of
- Remedial Repairs/ Overhaul
- Emergency Repairs and performances
- Limit downtime and increase equipment availability
- Record keeping and reporting
- Handling of waste materials
- Vehicle/ Equipment List

Section 4- Past Experience/ Performance/ References

- List clients of comparable size to the City of Miami Springs (list name of contact person and phone number)
- List of any litigations within the past five years arising out of performance for the company

Section 5- Required forms -

- Notarized Request for Proposal form
- Contractor's Questionnaire
- Special Conditions
- Non-collusion Affidavit
- Certification Regarding Drug-Free Workplace
- Equal Employment Opportunity Clause for Contract
- Certification Regarding Debarment, Suspension, and other responsibility Matters
- Indemnification and Hold Harmless

Section 6- Cost Proposal-

- Rates Table Form

CERTIFICATION REGARDING DRUG-FREE WORKPLACE- Pg. 1 of 2

As defined in Chapter 440.102 Florida Statutes and Chapter 38-F9 of City Code

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

CERTIFICATION REGARDING DRUG-FREE WORKPLACE- Pg. 2 of 2

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Place of Performance

City of Miami Springs
Public Works Department
Fleet Division
345 N. Royal Poinciana Blvd.
Miami Springs, Fl. 33166

Check if there are workplaces on file that are not identified here.

_____ Name of Proposer

_____ Authorized Signature

_____ Date

_____ Official Address (including Zip Code)

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE FOR CONTRACTS

During the performance of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color religion, sex, or national origin. Such action shall include, but not limited to, advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting for the provisions of the nondiscrimination clause. The contractor shall state that all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.

By: _____

Print: _____

Title: _____

Date: _____

Business Address: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

1. The applicant certifies that it and its principals:
 - (g) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (h) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (i) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (j) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Name of Proposer

Signature

Date

Official Address (including Zip Code)

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, rule, regulation, or other applicable governmental provisions, FIRM ("_____") shall indemnify, defend and hold Name harmless FIRM OWNER and PROJECT MANAGER, their representatives, officers, officials, and employees ("Indemnitees"), from and against all claims, damages, losses, liens, causes of action, suits, judgments, costs or expenses, including but not limited to reasonable attorney's fees ("Claims"), to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the FIRM and persons employed or utilized by the FIRM in the performance of the Contract.

Company Name:

A Item #	B Description	C Rate	D Total
1	Staffing rate - Mechanic #1	\$ -	\$ -
2	Staffing rate - Mechanic #2	\$ -	\$ -
3	Staffing rate - Mechanic #3	\$ -	\$ -
4	Administrative Fees (if applicable)	\$ -	\$ -
5	Misc. Fees (If applicable)	\$ -	\$ -
		\$ -	\$ -
TOTAL COST:			
6	Overtime rates	\$ -	N/A
		\$ -	N/A

Name of Company

hereby states that Total Cost of Bid shall have a duration of _____ consecutive calendar days to Final Completion.

Print Name: _____

Name of Company

Print Title: _____

Signature: _____

(SEAL)

State of: **Florida**

County of : **Miami-Dade**

Subscribed and sworn to before me this _____ day of _____ 2015.

Notary Public: _____

My Commission expires: