



**CITY OF TAYLORSVILLE
REQUEST FOR PROPOSALS
FOR SERVICING AND MAINTENANCE OF TAYLORSVILLE CITY VEHICLES**

GENERAL INSTRUCTIONS

QUOTE NUMBER 11-01

DUE: FEBRUARY 11, 2011 @ 3:00 P.M.

The City of Taylorsville will accept proposals for service and maintenance on City vehicles in accordance with the attached specifications and requirements.

1. PREPARATION OF PROPOSALS

- a. Submit quotes using the enclosed **QUOTE PROPOSAL FORM** that accompanies this request. All quotes shall be submitted in a clear, concise and legible manner to permit proper evaluation of responsive quotes. Any corrections, erasures or other changes to a quote shall be initialed by the proposer.
- b. You may also submit under separate cover with your quote, any samples of reports and documents that are necessary to meet the requirements of this request should a purchase order be awarded.
- c. No oral, telephonic, or faxed quotes shall be considered. Corrections, deletions, or additions to quotes may be made by sealed correspondence provided that correspondence is received prior to the designated due date and time noted above. No telephone corrections, deletions, or additions will be accepted.
- d. The City reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

2. QUOTE SUBMISSION

- a. Quotes are to be submitted in a sealed envelope and addressed as follows:

Quote 11-01 – Due February 11, 2011 at 3:00 p.m.
Attention: Patricia Kimbrough
City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

(PLEASE INCLUDE THREE COPIES OF YOUR PROPOSAL)

- b. Please be advised that the person signing the proposal must be authorized by your organization to contractually bind your company with regard to prices and related contractual obligations for the subject project.

3. DUE DATE

a. Quotes shall be received by the City of Taylorsville before or on February 11, 2011 at 3:00 p.m. No late proposals will be accepted.

4. CITY OPTIONS

a. The City of Taylorsville reserves the right to reject any and all quotes and does not bind itself to accept the lowest quote. The City reserves the right to ask for new quotes in whole or in part, or to reject any or all quotes, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the City. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*).

b. If a proposal does not meet or better the required specifications and requirements requested on all points that must be outlined in a letter attached to the quote, otherwise it will be presumed that the quote as proposed is in accordance with the required specifications.

5. TAXES

a. All purchases made by the City of Taylorsville, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in the prices. A City Tax Exemption Certificate shall be furnished upon request.

6. PRICING

a. Special consideration will be given to responses with extended firm price dates. The City is always interested in any and all cost reduction opportunities.

b. You are requested to quote on any or all items. The City reserves the right to make awards on an item-by-item base or as a total award.

c. The City reserves the right to order in amounts on an as needed basis.

d. If/when discounts for multiple unit pricing are available, you may submit quotes for multiple unit orders in addition to the unit pricing requested on the Quote Form. Multiple unit quotes shall be submitted as a separate attachment to the quote.

7. HOLD HARMLESS CLAUSE

Proposer agrees to indemnify, hold harmless and defend the City from and against any and all liability for loss, damage or expense which the City may suffer or for which the City may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the City, whether or not due in whole or in part of any act, omission or negligence of the City or any of his representatives or employees.

8. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the City in accordance with current Federal and State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

9. WARRANTY

Selected proposer agrees to provide all warranties related to the items sold to the City of Taylorsville and will provide copies of all warranties upon request from the City.

10. DELIVERY

Additional charges for delivery (if any) are to be quoted on the Quote Form.

11. INQUIRIES

a. All inquiries regarding this request shall be answered up to the close of business on February 4, 2011 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all proposers will be made available on the City website at www.taylorsville.ut.gov. Inquiries may be directed via email to Patricia Kimbrough at pkimbrough@taylorsvilleut.gov.

12. INVOICES

All invoices shall be sent to: Accounts Payable Department
City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84118

**CITY OF TAYLORSVILLE
REQUEST FOR PROPOSAL (RFP)
SERVICE AND MAINTENANCE FOR CITY VEHICLES**

QUOTE NUMBER 11-01

DUE: FEBRUARY 11, 2011 @ 3:00 P.M.

THE UNDERSIGNED AFFIRMS AND DECLARES that this quote is executed by said proposer with full knowledge and acceptance of the Specifications, Requirements, Terms and Conditions contained herein and with complete understanding and full compliance with all requirements.

Price Shall Remain Firm to _____ 2011.

Provide the following services/maintenance for cars, pick-up trucks, buses, vans:

Item	Description	Make	Unit Price	Misc. Cost	Total Price
1.	Oil Change	2007-2011 Ford Crown Victorias			
2.	Oil Change	2005 Chevy Impalas			
3.	Oil Change	2005 Chevy 1500 Series Pick-Up Trucks			
4.	Oil Change	2007-2009 Ford F150 Pick-Up Trucks			
5.	Oil Change	2007 Dodge 1500 Pick Up Trucks			
6.	Oil Change	2007 Dodge Chargers			
7.	Oil Change	2008 Toyota Camry			
8.	Oil Change	2009 Ford Fusion			
9.	Oil Change	2003/2004 Bus Chassis (two stage heavy)			
10.	Oil Change	1997 Ford Truck			
11.	Oil Change	2002 Taurus			
12.	Oil Change	2005 Chevy Truck - Colorado			
13.	Oil Change	1999 Chevy Truck			
14.	Oil Change	2007/2008 Ford Ranger Truck			

15. Computerized Fleet Management Program with the capabilities to track the fleet and the needed services & repair cost and a break down of the cost per mile for each vehicle.

Cost: _____

16. Provide Preventative Maintenance for the fleet (30,000-60,000 mile service).

Cost: _____

17. Provide a monthly service record on the activity of all vehicles serviced with vehicle number and name of the employee who serviced the vehicle.

Cost: _____

The undersigned understands that the City may select all or any segregated Services for the separate amount set forth. The undersigned represents that he is an authorized agent of the proposer and that this proposal is made in good faith, without collusion or connection with any other person or persons submitting proposals.

Respectfully Submitted This _____ Day of _____, 2011.

PROPOSER: _____

By: _____

Its: _____

Address: _____

Email: _____

Telephone: _____ **Cell Phone:** _____