



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

GENERAL INSTRUCTIONS

QUOTE NUMBER 12-01

DUE: MARCH 9, 2012 @ 3:00 P.M.

The City of Taylorsville (“City”) 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 12-01 – Due March 9, 2012 at 3:00 p.m.
Attention: Patricia Kimbrough
City of Taylorsville
2600 West Taylorsville Blvd.
Taylorsville, Utah 84129

(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

Quotes shall be received by the City before or on March 9, 2012 at 3:00 p.m. No late proposals will be accepted.

4. CITY OPTIONS

a. The City 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. § 63G-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

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 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 March 5, 2012 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 84129

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

QUOTE NUMBER 12-01

DUE: MARCH 9, 2012 @ 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 _____ 2012.

Provide the following services/maintenance for Ford Crown Vics, Impalas, Chevy 1500 Trucks, Ford F-150's, Dodge 1500 Trucks, Dodge Chargers, Toyota Camry's, Ford Fusion, Taurus, Chevy Truck Colorado's, and Ford Ranger Trucks.

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** _____, **2012.**

PROPOSER: _____

By: _____

Its: _____

Address: _____

Email: _____

Telephone: _____ **Cell Phone:** _____



Taylorsville Executive Order

Criteria to Evaluate Lowest Responsive Responsible Bidder

Utah Code Ann. § 11-39-101, *et seq.*, provides in part that if a city intends to undertake a building improvement or public works project paid for by the City and the estimated cost of building improvements or public works projects exceed the bid limit (as defined therein) and the City determines to proceed with the building improvements or public works project, then the City shall enter into a contract for the completion of the building improvements or public works project with the lowest responsive responsible bidder. Lowest responsive responsible bidder means, among other things, a prime contractor who satisfies the local entities criteria relating to financial strength, past performance, integrity, reliability, and other factors that the local entity uses to assess the ability of the bidder to perform fully and in good faith the contract's requirements. The Mayor hereby enters this Executive Order that the term "lowest responsive responsible bidder" shall include evaluation of the following criteria:

1. That the contractor and subcontractors, if any, demonstrate to the city's satisfaction that the contractor and subcontractor have and will maintain an offer of quality health insurance coverage for the contractor's and subcontractor's employees and the employee's dependents.
2. That the contractor and subcontractor, if any, demonstrate to the city's satisfaction that the contractor has and will maintain a drug and alcohol testing policy during the period of the contract that applies to all covered individuals employed or hired by the contractor or subcontractor and subject the covered individuals to random testing under the drug and alcohol testing policy.
3. That the contractor and subcontractor, if any, demonstrate to the city's satisfaction that the contractor and subcontractor have and will maintain a program to actively recruit and/or employ veterans.
4. That the contractor and subcontractors, if any, demonstrate to the city's satisfaction that the contractor and subcontractor has and will maintain a job training program, such as by way of example and not limitation, a Federal, State and/or City recognized job training program.
5. That the contractor and subcontractors, if any, demonstrate to the city's satisfaction that the contractor and subcontract has and will maintain a safety program.

As used herein:

1. "Contractor" means a person or entity who is or may be awarded a construction contract for building improvements and public works projects.

2. "Covered individual" means an individual, who, on behalf of a contractor or subcontractor, provides services directly related to design or construction contract and is in a safety sensitive position, including a design position that has responsibilities that directly affect the safety of a building improvement or public works project.

3. "Drug and alcohol testing policy" means a policy under which a contractor or subcontractor tests a covered individual to establish, maintain, or enforce a prohibition of (i) the manufacture, distribution, dispensing, possession, or use of drugs or alcohol, except the medically prescribed possession and use of a drug, or (ii) the impairment of judgment or physical abilities due to the use of drugs or alcohol.

4. "Health benefit plan" means a policy that provides health care insurance, provides major medical expense insurance, or is offered as a substitute for hospital or medical expense insurance such as a hospital confinement indemnity or limited benefit plan. Health benefit plan does not include a policy that provides benefits solely for accidents, dental, income replacement, long-term care, a Medicare supplement, a specific disease, vision, or a short-term limited duration where it is offered and marketed as supplemental health insurance.

5. "Qualified health insurance coverage" means at the time the contract is entered into or renewed:

(a) a health benefit plan and employer contribution level with a combined actuarial value at least actuarially equivalent to the combined actuarial value of the benchmark plan determined by the Children's Health Insurance Program under Utah Code Ann. § 26-40-106(2)(a) or a successor, and a contribution level of 50% of the premiums for the employee and the dependents of the employee who reside or work in the state in which:

i. the employer pays at least 50% of the premium for the employee and the dependents of the employee; and

ii. for purposes of calculating actuarial equivalency under this provision:

(1) rather than benchmark plan deductibles, and the benchmark plan out-of-pocket maximum based on income levels:

(A) the deductible is \$1,000 per individual and \$3,000 per family; and

(B) the out-of-pocket maximum is \$3,000 per individual and \$9,000 per family;

(b) dental coverage is not required; or

(c) a federally qualified, high-deductible health plan that at a minimum:

i. has a deductible that is either:

(1) the lowest deductible permitted for a federally qualified, high-deductible plan;

(2) or a deductible that is higher than the lowest deductible permitted for a federally qualified, high-deductible health plan, but includes an employer contribution to a health savings account in a dollar amount at least equal to the dollar amount difference between the lowest deductible permitted for a federally qualified, high-deductible plan and the deductible for employer-offered federal qualified, high-deductible plan;

(A) has an out-of-pocket maximum that does not exceed three times the amount of the annual deductible;

(B) and the employer pays 60% of the premium for the employee and the dependents of the employee who work or reside in the state of Utah.

6. "Random testing means that a covered individual is subject to periodic testing for drugs and alcohol in accordance with the drug and alcohol testing policy and on the basis of random selection process.

7. "Subcontractor" means any person or entity who may be awarded a contract with a contractor or another subcontractor to provide services or labor for the construction of building improvements and public works projects. Subcontractor includes a trade, contractor, or specialty contractor but does not include a supplier who provides only materials, equipment, or supplies to a contractor or subcontractor.

8. "Veteran" means an individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions, or any individual incurring an actual service-related injury or disability in the line of duty, whether or not that person completed 180 consecutive days of active duty.



ATTEST:

Cheryl P. Cottle

Cheryl P. Cottle, City Recorder

CITY OF TAYLORSVILLE

Russ Wall

Mayor Russ Wall

11/3/2011