



Requests for Quotes  
July 1, 2015

**Vehicle  
Maintenance and Repair**

**Mobile Mechanic**

**Due Date  
August 6, 2015**

**Midpeninsula Regional Open Space District  
330 Distel Circle  
Los Altos, CA 94022-1404  
(650)691-1200**

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## SECTION I. ADMINISTRATIVE INFORMATION

### A. Issuing Agency

The Midpeninsula Regional Open Space District (Open Space District) located at 330 Distel Circle, Los Altos, CA 94022-1404, is issuing this Request for Quote (RFQ). Telephone (650) 691-1200; Fax (650) 691-0485.

### B. Scope of Work

Midpeninsula Regional Open Space District is seeking quotes for routine vehicle maintenance and repairs. Vendors must guarantee the quoted prices for the period of August 1, 2015 through July 31, 2016. The District with the consent of the vendor shall have the option for three (3) consecutive one year (1) extensions, under the same terms and conditions upon agreement of any price changes. The District reserves the right to terminate the contract at any time for reasons of violations of terms or conditions of the contract.

### C. General District Information

The Midpeninsula Regional Open Space District is a California multi-county special district that owns and manages over 50,000 acres of scenic open space and recreational land. The District directly serves a population of more than 700,000 people within three counties and sixteen cities south of San Francisco and north of San Jose. The District maintains over 220 miles of trails and related facilities in 25 Open Space Preserves. The District fleet consists of (38)  $\frac{3}{4}$  and 1 ton 4x4 trucks; (12) 4x4 SUV's; (5) mid-size 4x4 trucks; (5) large commercial trucks; and (15) trailers that require preventative maintenance and repairs. The fleet is housed at two field offices and our administrative office:

Skyline Field Office  
21150 Skyline Blvd.  
La Honda, CA  
*San Mateo County, near  
Intersection of Hwy 35  
and Alpine Rd.*

Foothills Field Office  
7400 St. Joseph Ave.  
Los Altos, CA  
*Santa Clara County, near  
intersection of Foothill  
Expressway and Hwy 85*

District Admin. Office  
330 Distel Circle  
Los Altos, CA

### D. Inquiries

Vendors may make inquiries concerning this RFQ to ask questions or obtain clarification of requirements. All inquiries should be made to:

Michael Jurich  
Support Services Supervisor  
330 Distel Circle  
Los Altos, CA 94022  
Phone: (650) 691-1200 Email: [mjurich@openspace.org](mailto:mjurich@openspace.org)

## **E. Selection Criteria**

1. Ability of vendor to perform the specific tasks outlined in this RFQ
2. Vendor having a State of California Bureau of Automotive Repair License
3. Location of shop/repair facility in relationship to District offices
4. Quality of workmanship
5. Ability and commitment to provide priority service, including turnaround time. Standard service and repairs should be completed within 48 hours
6. Price of specified service, parts, and repairs
7. Reference calls
8. Ability to readily access and communicate with a service department (phone calls from the District requesting service or inquiring about a vehicle status shall be returned within one hour of receipt of the call).
9. Vendor having experience and knowledge inspecting and repairing commercial vehicles.
10. Vendor mechanic having a Commercial Class A Drivers License with proper endorsements being able to test drive vehicles.

## **F. Award**

The contract will be awarded to the vendor(s) whose quotes are the lowest responsible quotes and best meet the selection criteria. All qualifying vendor submittals will be reviewed and scored using attached scoring matrix (see Section IV).

## **G. Payment**

Vendors will be paid within thirty days of the invoice date.

## **H. Price Proposal**

The vendor must provide its proposed price list for each service requested. Vendor must complete the attached Price Proposal Section III, E and return it with the proposal.

## **I. References**

The vendor must provide a list of at least three references, preferably at least one of these should be from a governmental agency. The vendor should expect that the District will contact the references.

## **J. Insurance Requirements**

Vendors are responsible for ensuring they are capable of meeting the District's insurance requirements, and give District copies of insurance certificates. Insurance requirements are listed on attachment (Section IV, A).

## **K. Term of Contract**

Term of contract shall be for one year. In District's sole discretion, District may offer the option to extend for three (3) additional periods of one year each, with written confirmation of both parties.

## L. Due Date

Proposals must be received at the District office by 5 p.m. August 6, 2015. The District bears no responsibility for proposals that are not received by the specific deadline; late proposals will not be accepted. Mail or hand deliver proposal package (faxed proposals are not accepted) to:

Midpeninsula Regional Open Space District  
Attention: Michael Jurich  
330 Distel Circle  
Los Altos, CA 94022-1404

## M. Instructions to Bidders

The proposer shall include the following information and documents with the RFQ package that is returned to the District.

1. Section III, B. Shop Operations A - R
2. Section III, C. Technical Specifications 1 - 4
3. Section III, D. Technical Staff
4. Section III, E. Price Proposals
5. Section IV, Certificate of Insurance
6. Section IV, Inspector Qualifications Form
7. Section IV, Brake Inspector Qualifications Form

*A PDF editable version of #3 Technical Staff, #4 Price, #6 Inspector Qualification, and #7 Brake Inspector Qualification forms. Proposal forms are available for download on the District's website (<http://www.openspace.org/about-us/district-administration/bids>) or contact Michael Jurich ([mjurich@openspace.org](mailto:mjurich@openspace.org)) to be emailed copies.*

## N. Rejection of Proposals

The District reserves the right to reject any or all proposals, to waive informalities and irregularities in the proposals received, and to accept any portion of any proposal, or all items proposed, if deemed to be in the best interest of the District to do so. The District will reject bids from any contractor for whom there is documented evidence of project delays, cost overruns, and /or documented inability to meet project performance requirements.

## O. Notice of Award; Protest Procedure

The District Representative will notify bidders in advance of staff's recommendation regarding award of the contract. Staff's recommendation will be considered at a meeting of the District's Board of Directors. A bidder who intends to protest the award must submit a written protest to the District Representative within five (5) working days after the District's issuance of the notification of staff's recommendation to award.

The protest must explain the basis for the protest, including reference to specific facts, portions of the bid or contract documents, or reference to specific statutes, that form the basis for the protest. The protest must be signed by the party filing the protest. Failure to give written notice by Close of Business on the fifth working day following staff's issuance

of the award notification shall waive the right to protest. The protest may be withdrawn at any time while under consideration by the District.

The District Representative will notify the recommended awardee of the protest and afford the opportunity to submit a response to the written protest. The District is not required to hold an administrative hearing to consider a bid protest, but may do so at the sole option of the Assistant General Manager, or if otherwise legally required. The AGM or his/her designee shall consider the merits of any timely protests and make a final determination thereon.

## **P. PUBLIC RECORDS AND PROPRIETARY INFORMATION, INDEMNIFICATION**

The District recognizes that proposers will occasionally believe that all or portions of their proposals are confidential or proprietary. This can present problems in participating in a public agency RFP process. All proposals, strategies, supporting information, rate schedules and other information and documents are presumptively public records under the California Public Records Act (Gov't Code section 6250 et seq.), subject to prompt disclosure upon request by any member of the public.

The District is not soliciting, does not wish to receive, and will not treat any information received under this proposal as proprietary or confidential information, unless specifically called for or expressly accepted by the District General Counsel in writing, and will be accepted and considered only when, in the sole discretion of the District it is necessary to serve the public purpose of the project. If the inclusion of confidential or proprietary information is determined to be necessary to the proposal, proposers must identify each and every specific item and each and every page, and segregate the information into a separate envelope or electronic file labeled conspicuously as confidential, with a cover page describing the information and applicable law exempting the same from disclosure. Any material marked or claimed as confidential or proprietary may be returned to the proposer by the District or destroyed and may not be considered in the review of proposals if the claim does not appear justified or would inhibit the public purposes of the project proposed.

If the documents have been properly marked and expressly accepted as confidential and proprietary in writing by the District General Counsel, the District will make its best effort to advise the proposer of any Public Records Act request, should any be received, seeking documents claimed to be confidential or proprietary, to give the proposer an opportunity to take legal steps to protect such property from disclosure to third-party requester. The District expressly disclaims any duty and will not defend the confidentiality or proprietary nature of any information submitted. By submitting any confidential or proprietary information to the District, the proposer agrees to holds harmless and indemnify and defend the District and its officers, employees, and agents for any and all costs, including attorneys fees, incurred by the District or awarded to a Public Records Act requester relating to a request for release of proposer's data should the proposer ask the information to be handled as proprietary or confidential.

## SECTION II. TECHNICAL SPECIFICATIONS

### A. Introduction

The Midpeninsula Regional Open Space District (District) is soliciting proposals to establish a vehicle service contract for an active fleet of 60 vehicles located at our three facilities.

Vehicles are assigned to specific areas based on needs, efficiency, and other considerations as determined. The profile of vehicles by year, make, and mileage may change as needs and work requirements change.

Contractor(s) must have the ability to work collaboratively with District staff to meet the following key components of our vehicle maintenance program.

- Comprehensive and preventative maintenance schedule
- Full utilization of standard warranty coverage
- Customer service responsiveness to maximize cost efficiencies, minimize unscheduled repairs and down time
- Courteous quality service while providing the District with mechanically sound, safe, and reliable vehicles

### B. Scope of Work and Stated Deliverables

Successful proposers shall demonstrate the ability to provide routine preventative maintenance (PM) and repair service for the District fleet, inspection and repair of commercial vehicles. Contractors shall perform routine repair service that includes, but not limited to, oil change & lube; tire rotation; work on brakes; suspension; heat/air conditioning systems; electrical systems; minor engine repair; and other repairs normal and customary for maintenance of a commercial fleet.

### C. Service Facility Locations

Only fixed locations that offer mobile mechanic services, or mobile mechanics will be considered for contract award. Proposers location, hours of operation, travel time to District facilities, and service call fees will be considered in evaluation process.

### D. Preventative Maintenance Service

A preventative maintenance checklist (Section IV, C) will be followed for every vehicle serviced. The technician should include observations and explanations for any further needed repairs.

**5000 mile or 6 month service** (or as specified by manufacturer for vehicles under warranty), oil change, lube, and safety inspection of the following PM items 1 – 27



1. Inspect the exterior of vehicle for damage, check windows/mirrors for cracks or dings, and check that license plates are secured on front and rear.
2. Check operation of all directions signals and lights, including exterior and interior lights.
3. Visually check operation of all instruments and gauges.
4. Check operation of heat/defrost and air conditioning.
5. Check operation of safety equipment: seat belts and horn.
6. Check operation of parking brake, adjust if necessary.
7. Check operation and lube hood latch and door locks.
8. Check operation of transmission and fluid level, fill with the specified transmission fluid per manufacturer recommendation as needed.
9. Inspect wiper blades and wiper arms, replace wiper blades if worn. Fill the window wash reservoir as needed.
10. Check steering operation and power steering fluid, fill as needed.
11. Visually check for coolant leaks in the radiator or hoses, check coolant level and fill as needed.
12. Check battery water level (if not "maintenance free") and fill as needed, remove and clean battery cables/terminals.
13. Check condition of engine mounts.
14. Check condition and tension of all belts and hoses.
15. Inspect and clean/replace the PVC valve, if needed.
16. Check fuel lines, hoses, and fittings for leaks and tighten as required.
17. Check operation of brakes and fluid level, fill with the specified brake fluid per manufacturer recommendation as needed. Visually inspect/clean the calipers, wheel cylinders, rotors, drums, and brake lining. Record the approximate front and rear remaining lining wear and replace if less than 3 mm remains on brake pads.
18. Drain and replace engine oil and oil filter.
19. Inspect tire wear, tread depth, air pressure and fill if needed, and rotate tires.
20. Inspect condition of wheels, lug nuts, and studs. After completing tire rotation torque the wheels to the manufacturer's recommendation.
21. Check differential fluid, fill with the specified fluid per manufacturer's recommendation as needed.
22. Inspect condition of drive line and U-joints, lube as required.
23. Check exhaust system for leaks.
24. Lubricate and give the suspension system "look and shake" inspections, visually inspect shocks/struts for leaks.
25. Visually check condition of frame and cross members.
26. Check transfer case fluid level; fill with the specified fluid per manufacturer's recommendation as needed.
27. Attach a sticker next to the odometer that indicates when next service is due (adding 5,000 miles/6 months, or specified by owner's manual if under warranty).

### **30,000 mile service**

All items listed in the 5,000 mile/6 month PM service items (1-27); in addition the following items will be completed (28-35).

28. Perform a pressure check of the coolant system for leaks.
29. Change air and fuel filters.
30. Perform a complete system check including the ignition/timing, charging voltage; charging amperage; and cranking amperage.
31. Drain the transmission fluid and replace filter, adjust the transmission bands and replace pan gasket. Fill with the specified transmission fluid per manufacturer recommendation. Road test should be performed to ensure fluid is circulating and bands are adjusted properly so vehicle operates smoothly.
32. Replace all spark plugs and wires, distributor cap and rotor (if applicable), and PVC valve with new OEM or better quality parts.
33. Drain coolant system and back flush system, and replace with new coolant.
34. Pressure test coolant system, check for leaks and tighten all hose clamps and fittings.
35. A road test shall be performed for each preventative service completed for diagnosing problems, checking effectiveness of repairs, and testing overall operation of the vehicle.

### **E. Commercial Vehicles**

1. Complete 90 day BIT inspections of all District vehicles and trailers.
2. Complete related inspection documents.
3. Advise District staff of any concerns discovered, after approval make recommended repairs.

### **F. Unscheduled Repair Service**

As a result of the PM service the contractor may make recommendations for further repair service. Contractor shall support their recommendations for such repair work by using diagnostic statistics, accepted performance standards, vehicle history records, mileage, and other customary means. The contractor shall obtain prior authorization before completing any further repair work that is identified as a result of PM service. Appropriate District contact information will be provided upon award of contract.

The required turnaround time for PM service plus routine repair services done as a result of the PM inspection shall not exceed two (2) business days. Unless contractor has notified District contact and advise of delay and anticipated completion time.

### **G. "Tag Out" of vehicle**

If during any PM or unscheduled repair service the contractor observes an issue or defect that could compromise safe operation of the vehicle, the contractor will "tag out" the vehicle "do not operate" and advise District contact of the situation.

## SECTION III. PROPOSAL QUESTIONS

### A. General

This section contains the proposal questions. Proposers shall address the questions in the order presented; responses must be identified by section and number, to correspond with the RFQ questions. Proposals need to be specific, detailed and straightforward, using clear, concise, easily understood language. Proposal must be typed; no handwritten responses will be accepted.

The answers to questions in this section will be evaluated and scored to determine the contractor's ability to provide quality service at fair and reasonable prices, while maintaining high standards of customer satisfaction.

Proposers are encouraged to make any comment and/or attach any information that may assist in evaluating their ability to perform this contract.

### B. Shop Operations

- A. Business name and address
- B. Telephone (landline and cell)
- C. Fax
- D. Email
- E. Shop owner' name
- F. Shop manager' name
- G. Number of employees
- H. Number of years in business
- I. Describe how your shop will provide secured parking for District vehicles left overnight (*not applicable for proposer that is only mobile mechanic*).
- J. How many years has the shop been under current ownership
- K. How many years has the shop been at current location
- L. Briefly describe the managers' experience, including history and experience with this firm and current staff at the shop
- M. Briefly describe experience and training shop mechanics have
- N. Briefly describe experience and training mechanics have repairing commercial vehicles.
- O. Do mechanics inspecting and working on commercial vehicles have current Commercial Drivers License with proper endorsements (air brakes, over 10,000lb GVWR trailers, tankers).
- P. Describe the experience your shop has providing fleet and government service
- Q. Define "quality service" as it pertains to your business, and explain processes that are in place to ensure it.

- R. Describe after hours drop off/pick up method (*not applicable for proposer that is only mobile mechanic*).
- S. List hours of operation as follows:

Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Shop Hours							
Self service pick up or drop off hours							

- T. Use the following format to list three account references (preferably one being a government agency reference).

**Reference 1**

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Primary Use of Fleet: \_\_\_\_\_

Type of Vehicles: \_\_\_\_\_

**Reference 2**

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Primary Use of Fleet: \_\_\_\_\_

Type of Vehicles: \_\_\_\_\_

**Reference 3**

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Primary Use of Fleet: \_\_\_\_\_

Type of Vehicles: \_\_\_\_\_

**C. Technical Specifications**

1. How will you meet required turnaround time for PM's and service repair?
2. Describe how you ensure that diagnostic and repair recommendations are necessary?
3. To you use OEM or aftermarket parts for repairs?
4. Please complete the attached staffing chart form for each mechanic employed in your shop.
  - If an employee has both mechanical and administrative responsibilities, indicate only mechanical hours.
  - Please list type of technical certification by codes and years of experience.
  - Mechanic/Technician certification coding:
    - J = Journey Level
    - ASE = ASE Certification
    - OJT = Job Experience
    - AP = Apprentice
    - C = State Certified

## D. Technical Staff

Complete this form using instructions on page 10 (see example of completed chart page 12)

Proposers Name: \_\_\_\_\_

	Engine Repair	Transmission	Steering & Suspension	Brakes	Electrical System	Heating / AC	Federal A/C Recovery	Wheel & Tire	State Emissions Certified	Comments
Employee Name & Job Title: _____										
Certification Type										
Years of Experience										
Time with shop: Years: _____ Months: _____ Work Schedule: Days _____ Hours: _____										
	Engine Repair	Transmission	Steering & Suspension	Brakes	Electrical System	Heating / AC	Federal A/C Recovery	Wheel & Tire	State Emissions Certified	Comments
Employee Name & Job Title: _____										
Certification Type										
Years of Experience										
Time with shop: Years: _____ Months: _____ Work Schedule: Days _____ Hours: _____										
	Engine Repair	Transmission	Steering & Suspension	Brakes	Electrical System	Heating / AC	Federal A/C Recovery	Wheel & Tire	State Emissions Certified	Comments
Employee Name & Job Title: _____										
Certification Type										
Years of Experience										
Time with shop: Years: _____ Months: _____ Work Schedule: Days _____ Hours: _____										

Proposers Name: Example Automotive

	Engine Repair	Transmission	Steering & Suspension	Brakes	Electrical System	Heating / AC	Federal A/C Recovery	Wheel & Tire	State Emissions Certified	Comments
Employee Name & Job Title: <u>John Aerostar/Shop Supervisor</u>										
Certification Type	J	J	J	J	J	J	J	J	C	
Years of Experience	17	17	17	17	17	20	16	10	5	
Time with shop: Years: <u>18</u> Months: <u>5</u> Work Schedule: Days <u>Mon - Fri</u> Hours: <u>8:00 – 4:30</u>										
	Engine Repair	Transmission	Steering & Suspension	Brakes	Electrical System	Heating / AC	Federal A/C Recovery	Wheel & Tire	State Emissions Certified	Comments
Employee Name & Job Title: <u>Beverly Bentley/Mechanic</u>										
Certification Type	ASE	ASE	ASE	ASE	ASE	ASE	C	ASE	C	
Years of Experience	10	10	10	10	10	10	7	50	5	
Time with shop: Years: <u>5</u> Months: <u>3</u> Work Schedule: Days <u>Mon - Fri</u> Hours: <u>7:30 – 3:30</u>										
	Engine Repair	Transmission	Steering & Suspension	Brakes	Electrical System	Heating / AC	Federal A/C Recovery	Wheel & Tire	State Emissions Certified	Comments
Employee Name & Job Title: _____										
Certification Type										
Years of Experience										
Time with shop: Years: _____ Months: _____ Work Schedule: Days _____ Hours: _____										

### E. Price Quote Proposals (RFQ)

Vehicle maintenance and repair service pricing shall include all costs for the services described. All overhead costs, including but not limited to shop supplies, hazardous materials, and disposal fees shall be included in the labor rate. Prices shall remain in effect for the term of the contract.

Labor Rate / Hour		
<b>Preventative Maintenance 5,000 Mile Service: To include inspection of checklist items #1 – 27 (section II)</b>		
¾ or 1 ton 4x4 Truck / Sports Utility Vehicle	Labor Hours	
	Labor Cost	
	Parts Cost	
	Total Cost	
Mid Size Commercial Vehicle i.e. Ford F350 4x4 Truck	Labor Hours	
	Labor Cost	
	Parts Cost	
	Total Cost	
<b>Preventative Maintenance 30,000 Mile Service: To include inspection of checklist items #1 – 36 (section II)</b>		
¾ or 1 ton 4x4 Truck / Sports Utility Vehicle	Labor Hours	
	Labor Cost	
	Parts Cost	
	Total Cost	
Mid Size Commercial Vehicle i.e. Ford F350 4x4 Truck	Labor Hours	
	Labor Cost	
	Parts Cost	
	Total Cost	
<b>Commercial Vehicle Inspections</b>		
BIT Inspection of Commercial Vehicles and Trailers	Labor Hours	
	Labor Cost	
	Total Costs	
<b>All Other Work as Requested</b>		
	Labor Hours	
	Labor Cost	
	Parts Cost	
	Total Cost	



## **SECTION IV: Attachments**

- A. Sample Agreement
- B. Insurance Requirements
- C. Vehicle Standard Service Checklist
- D. Sample Scoring Matrix
- E. Commercial Vehicle Inspector Qualifications
- F. Commercial Vehicle Brake Inspector Qualifications