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SECTION 1: GENERAL INFORMATION

AUTHORIZED FOR RELEASE: May 7, 2012

The Manatee County Sheriff’s Office, a political subdivision of the State of Florida (hereinafter "Sheriff’s Office") is inviting sealed replies from vendors authorized to do business in the State of Florida, in response to this Request for Proposals to perform key maintenance jobs for the agency's fleet. The Sheriff’s Office expects to award a contract by July 1, 2012 with the new vendor being fully transitioned and ready to begin providing maintenance no later than October 1, 2012. The contract will be awarded for three years with annual renewals based on performance. The contract will be subject to the Sheriff’s term in office. (See Section 5.17)

You are invited to submit a sealed reply subject to the terms, conditions, and specifications contained herein.

TIMELINE OF EVENTS: Release MAY 7, 2012
Proposals due JUNE 5, 2012 – 2:00 p.m. ET at MCSO, Operations
Proposal opening JUNE 5, 2012 – 2:30 p.m. ET at MCSO, Operations

Proposals will be opened publicly on June 5, 2012 at 2:30 p.m. Proposals received after this date and time will be rejected. Proposals received will NOT be evaluated at the time of opening.

PLEASE SUBMIT QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION RELATED TO THIS REQUEST FOR PROPOSALS IN WRITING TO:
Bid Coordinator, via email: Bids@ManateeSheriff.com or via regular mail at this address:
Fiscal Section, Bid Coordinator
ATTN: ITN-2010-19-001-FLEET SERVICES
Manatee County Sheriff’s Office
600 301 Boulevard West, Suite 202
Bradenton, FL 34205

All inquiries, with responses, will be made available to all proposers on an equal basis without prejudice.

Important note: A prohibition of Lobbying has been enacted. Please review paragraph Section 5, number 26 carefully to avoid violation and possible sanctions.
SECTION 2: SCOPE OF WORK

2.1 GENERAL OVERVIEW OF MANATEE COUNTY SHERIFF’S OFFICE AND FLEET SERVICES

Manatee County is located on the west coast of Florida, south of the Tampa/St. Petersburg area, and is home to approximately 320,000 residents. With state and national accreditations, the Sheriff’s Office serves the county with over 1150 employees, making it one of the largest agencies in the nation. Close to 58% of the workforce is comprised of certified patrol deputies and/or corrections deputies. These frontline deputies are supported by civilians who make up the remaining 42% of the workforce. Employee demographics demonstrate the Sheriff’s commitment to building a diverse team to serve the county. Thirty-six percent of employees are female, and minorities make up twenty-one percent of the workforce.

The Sheriff’s Office Operations Center is located at 600 301 Boulevard West, near DeSoto Square Mall. This is the central location for internal business vital to the day-to-day operations of all Sheriff’s Office personnel. Fingerprinting, Civil Records and Crime Prevention services are offered to citizens from this location as well.

FLEET SERVICES

The Manatee County Sheriff’s Office Fleet Services operates approximately four miles south of the Operations Center. The fleet operation currently has approximately 800 vehicles including sedans, pickup trucks, SUV’s and passenger vans, as well as motor home-type vehicles.

Ford products account for 63% of the fleet, with about 370 Crown Victorias included in that total. Another 25% of the fleet is comprised of Chevrolet vehicles. Of those, around 130 are Chevy Impalas. This mix will change as the Crown Victorias are phased out and potentially replaced with Chevrolet Caprices.

2.2 NEED

Manatee County Sheriff’s Office (MCSO) is soliciting competitive sealed proposals from qualified Vendors to obtain fixed pricing for specific maintenance jobs to be performed on fleet vehicles with parts provided by the agency. Pricing will remain fixed for the entire contract period. Increases may be negotiated only after written notice is provided to the Sheriff’s Office thirty days in advance.

The Sheriff’s Office prefers that a vendor have multiple service locations throughout Manatee County, to include one east of I-75 and one west of Hwy 301. Service locations should be open from at least 7 a.m.-6 p.m. daily, and vendors must be able to offer express service to agency vehicles.

To ensure that mechanics will have quick access to parts and tires as needed, MCSO requires that the contracted maintenance vendor stock selected brake parts, tires, oil filters and oil that will be provided by the agency.

The contracted vendor will be required to provide parking space for a MCSO pool car. This is necessary to ensure that deputies will have a car available in the event that an agency vehicle must be left on site for a repair.
2.3 SERVICES TO BE PROVIDED
Preventative maintenance will be provided according to specified mileage intervals. Currently each vehicle receives a complete oil change every 5,000 miles. Upon negotiation of a completed contract, vehicles will begin the rotation of service with the new vendor when the next scheduled oil change is due.

Services will include the following:

Oil Changes with Tire Rotation and Safety Inspection included
A) 10,000 miles vehicle receives oil filter and top off of oil
AA) Second 10,000 miles – vehicle receives oil filter and top off of oil
AAA) Third 10,000 mile marker – vehicle receives complete oil change with filter

Comprehensive Service (when vehicle reaches the 75,000 mark on the odometer)
CS) Includes full fluid flush of transmission, power steering, brakes, coolant, differential and induction which must include a clean out of fuel injectors. MCSO will provide fluids and parts. Filter to be changed first service only with cost of labor only and then according the maintenance schedule after that.

Brakes
MCSO will provide parts. Labor to be provided by vendor, with cost quoted per wheel for front brakes and per wheel for back brakes.

Tire Pressure Measuring Sensor (TPMS) Service
Cost to be quoted per wheel.

Tire Changes
Tires to be supplied by MCSO. Cost to be quoted for mount and balance per wheel.

Tire Repairs/Plug Patch
Please note: A Patch Plug style is required for plugs. In addition, technicians must be tire-repair certified in accordance with the tire manufacturer’s specifications.

Alignments
Cost to be quoted for a 4 wheel alignment.

An inspection will be required each time a vehicle is serviced or repaired. The inspection will consist of all components listed on a form provided by the Manatee County Sheriff’s Office. (A copy of this form is included in the Appendix of this RFP for informational purposes.) The inspection will include - at a minimum - a check of fluid levels, a brake inspection and measurement of tire tread. Results of the inspection will be faxed or emailed directly to MCSO Fleet. Significant deficiencies/defects must be reported immediately to MCSO Fleet by phone. An on-call technician will be available to take calls regarding significant deficiencies/defects after of MCSO Fleet business hours, currently from 7 am to 11 pm.
All repairs must have approval of MCSO Fleet prior to being initiated. The name of the Fleet staff member authorizing the work must be noted on the invoice.

Invoices for services provided will be submitted to Fleet Services weekly - each Monday by 12:00 p.m. and will include the following for each vehicle serviced the previous week:

- Unit # of vehicle receiving service
- Mileage of Unit receiving service
- Signature and ID number of the MCSO employee who accepts the completed service.

A flat hourly rate will be established for any service that may be provided beyond the scope of services listed. Hours charged at the flat hourly rate will not exceed the number of repair hours listed for repair time such as listed on AllData.com or another mutually agreed upon site.

A price will be established for any parts that MCSO may require the vendor to supply. The price must be quoted as “cost +%” for such parts as may be needed. Please note that all supplied parts must be premium grade OEM parts or meet OEM specifications.

SECTION 3: PROPOSAL INSTRUCTIONS

Please note that a complete Proposal Package is available by calling MCSO’s Bid Coordinator or through the Sheriff’s website at www.ManateeSheriff.com. The Proposal Package includes a Word document that walks a vendor through all components of the Proposal submission.

All information must be submitted in a single package. Faxed information will not be accepted. The face of the package shall contain the number of the Request for Proposals [RFP 2012-15-001-FLEET MAINTENANCE] and the company name, and be delivered to:

Fiscal – ATTN: Bid Coordinator
Manatee County Sheriff’s Office
600 U.S. Hwy 301 Blvd West, Suite 202
Bradenton, Florida 34205

In order to insure uniformity, all information must be submitted in accordance with the format described within this RFP. Forms or exact photo copies must be signed by an authorized representative of the company submitting the information.

Sealed replies must be submitted in 3-ring binders. Please submit (4) copies – one marked “ORIGINAL” and three copies.

This section details requirements and specific information which must be included with each responding vendor’s submission. The contents of each binder shall be separated and arranged with tabs in the same order listed below, including all forms and information as outlined. Most forms are included in Section 6, which is the Appendix of this proposal. The Fleet Maintenance Pricing Worksheet can be downloaded from the Sheriff’s Office website at www.manatesheriff.com. From the home page, click on the fiscal tab along the top of the page, and then click purchasing on the navigation bar on the left. You will find the Fleet Pricing Worksheet in the list of documents associated with this RFP.
3.1 TITLE PAGE
This page must contain the following:
- RFP number: RFP 2012-15-001-FLEET MAINTENANCE
- Vendor’s Company Name
- Vendor’s Tax ID #
- Company Address
- Contact Name
- Contact Phone
- Contact e-mail

Please note: Do not use logos or other symbols related to the Manatee County Sheriff’s Office in your submission.

3.2 CHECKLIST OF PROPOSAL REQUIREMENTS
A checklist is included in the Appendix of this Request for Proposals. Check each item included and insert the form in the proposal.

3.3 PROVIDER PROFILE AND QUALIFICATIONS
At a minimum, vendors should have prior experience providing service for company vehicles. Please provide the following:

1. QUALIFICATIONS: Summary of minimum qualifications as described below:
   a. Description of the company’s background and size.
   b. Description of the company’s corporate structure, including whether the company is under the control of any other corporation or organization. Include the legal status of the organization.
   c. Statement of qualifications including any experience with government agencies.
   d. Professional credentials and experience in providing the services enumerated in this Request for Proposals, i.e. mechanic certifications, awards, etc.
   e. Description of the competitive advantage that your company possesses versus other potential providers.
   f. Name, location, and telephone contact of the Vendor’s representative to contact for all matters.
   g. Other information that would assist the Sheriff’s Office in evaluating your proposal.

2. RELATED PAST EXPERIENCES: The Vendor must be able to meet negotiated turnaround times for services performed. Provide examples and related references that can speak to past successes.

3. KEY STAFF: The Vendor’s key staff must have the competencies and knowledge required to manage and deliver services that meet or exceed the requirements necessary to perform maintenance jobs for the Sheriff’s fleet. Identify key management staff that will be professionally associated with the Sheriff’s Office in a management capacity. Provide résumés or a summary of skills, abilities and experience for each person who will represent your company as related to this proposal. The key personnel proposed shall not be changed without written Sheriff’s Office approval in advance of the change.

4. COMPANY SYSTEM and PROCESSES: The Vendor should have the ability to provide services and products in accordance with the requirements and conditions as described in this
Request for Proposals. Provide a description of the high level of functionality your system will deliver in accordance with the requirements of this RFP.

5. **LOCATION:** Identify the location of the company’s corporate office and the locations from which Sheriff’s Office vehicles will be serviced. Vendors requesting consideration for local business preference, must submit the documentation listed below:
   
   a) A form of identification that indicates the Vendor’s type of business organization, i.e. sole proprietorship, partnership, privately-held corporation or publicly-held corporation.
   
   b) Indicate the year that the business was established in Manatee County.
   
   c) Total number of employees employed by the Contractor including owner(s) or corporate officer(s) that reside in Manatee County.
   
   d) Physical address of the Corporate Headquarters. (A post office box is not verifiable and will not be used for the purpose of establishing the validity of a local business preference requested by the contractor.)

3.4 **ADMINISTRATIVE FORMS**
   
   1. Bid Signature Form
   2. Drug-Free Workplace Certification
   3. Public Contracting Certification
   4. Worker’s Compensation Certification Form

3.5 **REFERENCES**
   
   On the form provided (see Section 6.5), please provide details on at least three (3) references that are your largest clients. Nothing precludes the Sheriff’s Office from checking other references and background information as might pertain to any Vendor’s capability and dependability in association with this Request for Proposals.

   Please note: The Sheriff's Office reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Vendor to perform the Scope of Services stated in this Request for Proposals. This includes visits to facilities where the Vendor conducts business.

3.6 **DESCRIPTION OF SERVICES**
   
   Describe the process your company will follow to provide maintenance services to vehicles in MCSO fleet. Include:
   
   - Hours of service
   - Mechanical service procedures
   - Estimated service times
   - All of the administrative functions related to this proposal
   - Capacity to store parts and supplies furnished by MCSO
   - Ability to provide parking space

3.7 **PRICING**
   
   Please complete the Pricing Worksheet provided in EXCEL format to indicate proposed pricing for services requested in the RFP. (The Pricing Worksheet is available as part of the Proposal Package will be available on the MCSO website to allow for digital entries.)
SECTION 4: SELECTION

4.1 EVALUATION FACTORS
While not all inclusive, factors to be included in the evaluation of proposals include:

- Qualifications of vendor
- Pricing
- Time required to complete various services
- Business location (Preference may be given to Manatee County businesses.)

4.2 RELATIVE IMPORTANCE OF EVALUATION FACTORS
No weight has been assigned to the Evaluation Factors stated above.

4.3 PRELIMINARY RANKING
A Selection Committee may determine from the response to this Request for Proposals and subsequent investigation, as needed the proposers most likely to be selected for award.

4.4 REVIEW OF PROPOSALS AND VENDORS
A review shall be conducted with responsible Vendors who may be reasonably perceived as being selected for award. The purpose of the review will be to clarify and/or assure full understanding of and conformance to the solicitation requirements and the abilities of the Vendor and the proposal submitted. Firms responding to this Request for Proposals shall be available for presentations and/or interviews upon notification from the Purchasing Office at a time and date determined by the Sheriff’s Office.

4.5 SELECTION FOR NEGOTIATION
Each response to this Request for Proposals will be evaluated based on the overall competence conveyed via the proposal. If multiple vendors are deemed competitive, they may be shortlisted and the evaluation process will continue. The Vendor whose ability and proposal is determined to be the most advantageous to the Sheriff’s Office shall be recommended to the Sheriff for authorization to negotiate an agreement for the stated Scope of Work. Pricing may be a criterion; however the Sheriff’s Office is under no obligation to select the proposal that demonstrates the lowest pricing.

4.6 AWARD
The Sheriff’s Office reserves the right to negotiate with any vendor(s) to arrive at a final decision and/or to request additional information or clarification on any matter included in the proposal. The Sheriff also reserves the right to select the most responsive vendor(s) without further discussion, negotiation, or prior notice. The Sheriff may presume that any proposal is a best and final offer. Award of an agreement is subject to the successful negotiation and final approval by the Sheriff to authorize execution of the agreement. The Sheriff reserves the right to award to multiple vendors if such action is in the best interest of the Sheriff’s Office and the citizens of Manatee County.

4.7 NEGOTIATIONS
The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

1. The proposal will serve as a basis for negotiating an agreement.
2. Upon submission, all proposals become the property of the Sheriff’s Office which has the right to use any or all ideas presented in any proposal submitted in response to this Invitation whether or not the proposal is accepted.
3. All products and papers produced in the course of this RFP process become the property of the Sheriff’s Office upon termination or completion of the process.

4.8 AGREEMENT

The selected Vendor shall be required to negotiate a formal agreement, in a form acceptable to the Manatee County Sheriff’s Office. The Manatee County Sheriff’s Office will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Sheriff shall determine if award of the agreement is to be: a) considered; b) rejected with direction for further negotiations; c) rejected with negotiations terminated; or d) accepted.
SECTION 5: GENERAL CONDITIONS AND SPECIAL CONDITIONS

Vendors must comply with the following to be considered for the contract award.

GENERAL CONDITIONS

5.1 OPENING LOCATION AND DATE
Proposals will be opened at the Manatee County Sheriff’s Office, 600 U.S. Highway 301 Boulevard West, Suite 202, Bradenton, Florida 34205 on the date and time indicated on the first page of this Invitation.

5.2 PROPOSAL INFORMATION AND DOCUMENTS
Proposal information and documents can be accessed via the Internet on the Sheriff’s Office website at www.manateesheriff.com. From the home page, click on the Fiscal tab at the top of the page, then click the Purchasing link in the left-hand column. Documents may also be obtained via email or regular mail by calling the Manatee County Sheriff’s Office Bid Coordinator at (941)-747-3011 x2043.

5.3 INQUIRES
For information related to this Request for Proposals, please contact the Coordinator, in writing via email or regular mail using the addresses below and reference RFB-2012-15-001-FLEET MAINTENANCE.

E-mail: Bids@ManateeSheriff.com
Regular mail: Fiscal Section, Bid Coordinator Manatee County Sheriff’s Office 600 U.S. Hwy 301 Blvd West, Suite 202 Bradenton, FL 34205

Responses will be provided by the Bid Coordinator who will confer with personnel who can provide information related to specific requirements as needed. The Sheriff’s Office will endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date.

5.4 PROPOSAL FORM DELIVERY REQUIREMENTS
Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Vendor to have the proposal delivered to the Manatee County Sheriff’s Office Purchasing Office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Vendor shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail will not be considered.

5.5 CLARIFICATION & ADDENDA
Each Vendor shall examine all documents associated with this Request for Proposals and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposals shall be made in writing through the Manatee County Sheriff’s Office Bid Coordinator no later than ten days prior to the designated opening date for the RFP. The Sheriff’s Office shall not be responsible for oral interpretations given by any Sheriff’s Office employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this Request for Proposals, the Sheriff’s Office will provide the addenda information on the Sheriff’s Office website www.manateesheriff.com. Vendors should check the website before responding to this Request for Proposals.

5.6 SEALED & MARKED
One original and three (3) signed copies of the proposal binder and one copy of the proposal on CD in a WORD compatible or Adobe pdf format for the text and EXCEL format for the Pricing Workbook shall be submitted in one sealed package clearly marked on the outside "Sealed Proposal – Request for Proposals RFP-2012-15-001-FLEET MAINTENANCE.” Package must be addressed to:

Fiscal Section, Bid Coordinator
Manatee County Sheriff’s Office
600 U.S. Hwy 301 Blvd West, Suite 202
Bradenton, FL 34205

5.7 LEGAL NAME
Proposals shall clearly indicate the legal name, address and telephone number of the Vendor (company, firm, partnership, or individual) on the Proposal Signature form. Proposals shall be signed below the typed or printed representative name and title of the signer. The signer shall have the authority to bind the Vendor to the submitted proposal.

5.8 PROPOSAL EXPENSES
All expenses for making proposals to the Sheriff’s Office are to be borne by the Proposers.
5.9 EXAMINATION OF OFFER
The examination of the proposal and the Proposer’s background information generally requires a period of not less than thirty (30) calendar days from the date of the opening of the proposals.

5.10 DISCLOSURE
In accordance with the provisions of Chapters 119 and 120 of Florida Statutes, submissions become public records at the time a notice of a decision or intended decision is provided or within ten days after the solicitation opening, whichever is earlier. The tabulation results will be posted on the website at www.manateesheriff.com. When requested, results may also be provided by mail when the requester provides a stamped, self-addressed envelope.

5.11 PRICES, TERMS AND PAYMENT
Firm prices shall be quoted, typed or printed in ink and include all packaging, handling, shipping charges and delivery to the destination shown herein. (F.O.B. Destination)

5.12 BEST PRICING
During the Contract terms, if the Sheriff’s Office becomes aware of better pricing offered by the Vendor for substantially the same product outside the Contract, but upon the same or similar terms of the Contract, then, at the discretion of the Sheriff, the price under the Contract shall be immediately reduced to the lower price.

5.13 ORDERING
The Sheriff reserves the right to purchase commodities/services specified herein through contracts established by other governmental agencies or through separate procurement actions due to unique or special needs.

5.14 PURCHASES BY OTHER ENTITIES
With the consent and agreement of the successful Proposer, purchases and/or leases may be made under this proposal by other governmental agencies in the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation. Each entity will establish its own contract with the successful Vendor, place its own orders, be invoiced directly and make its own payments to the successful Vendor in accordance with the contract negotiated between the government entity and the successful Vendor. The Sheriff’s Office will not be a legally bound party to any contractual agreement made between a successful firm and any other entity making a piggyback purchase.

5.15 RESERVED RIGHTS
The Sheriff reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to re-advertise the request and/or request resubmission. Any sole response received by the first submission date may or may not be rejected by the Sheriff, depending on available competition and timely needs of the Sheriff’s Office. The Sheriff reserves the right to award the contract to a responsible Vendor submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the Sheriff’s Office. The Sheriff shall be the sole judge of the proposal, and the resulting negotiated agreement that is in the best interest of the Sheriff’s Office and his decision shall be final. Also, the Sheriff reserves the right to make such investigation as it deems necessary to determine the ability of any Vendor to perform the work or service requested. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of necessary equipment and personnel; and past performance records. Also, the determination or the criteria and process whereby proposals are evaluated, the decision as to who shall receive the contract award, or whether or not an award shall ever be made as a result of this request shall be at the sole discretion of the Sheriff.

5.16 DEFAULT
The contract may be canceled or annulled by the Manatee County Sheriff’s Office Comptroller in whole or in part by written notice of default to the awardee upon non-performance or violation of contract terms. An award may be made to the next best responsive and responsible Vendor, or articles specified may be purchased on the open market similar to those so terminated. Failure of the contractor to deliver materials or services within the time stipulated in these specifications, unless extended in writing by the Comptroller, shall constitute contract default. Vendors who default on contracts may be removed from the vendor mailing lists for future contracts at the discretion of the Comptroller.

5.17 CANCELLATION
When deemed to be in the best interest of the Manatee County Sheriff’s Office, any contract(s) resulting from this specification may be canceled by the following means:
1) In the event that there is a change in the Office of Sheriff due to an election, resignation or death and the Sheriff-elect makes the decision not to continue the awarded contract.
2) Ten (10) calendar days written notice with cause, or:
3) Thirty (30) calendar day’s written notice without cause.

If it becomes necessary to terminate the agreement or contract without cause, all services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the Manatee County Sheriff’s Office and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

5.18 APPLICABLE LAWS
Vendor must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of the Sheriff’s Office will apply to any resulting agreement.

5.19 PROTEST
Any Proposer who decides to protest the Sheriff’s decision or intended decision regarding award for solicitation shall file, in writing, with the Sheriff’s Office a notice of protest. The notice of protest shall be filed within seventy-two hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within seventy-two hours after the posting of the solicitation.

A formal written protest shall be filed within ten days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays and holidays so designated by the State of Florida shall be excluded in the computation of the allotted 72-hour time period.

Upon receipt of a formal written protest that has been filed in allotted time frame, the solicitation evaluation committee will have 7 days to consider the protest as written and resolve the protest by mutual agreement between the two parties. If the protest is unresolved by mutual agreement, the solicitation evaluation committee shall forward its findings to the Comptroller. The Comptroller shall review the findings and make a recommendation of resolution to the Sheriff. The decision of the Sheriff will be communicated to the protestor in writing. The decision of the Sheriff shall be final.

During such time as a protest is ongoing, the agency shall halt the solicitation or contract award process until the protest is resolved by final agency action unless continuance of the solicitation or award process is necessary to avoid an immediate and serious danger to the health, safety or welfare of the public. In such case the agency will set forth, in writing, the particular facts and circumstances which require the continuance of the solicitation or contract award process without delay.

5.20 CODE OF ETHICS
With respect to this proposal if any Vendor violates or is a party to a violation of the Code of Ethics of Manatee County or Manatee County Sheriff’s Office per Manatee County’s Purchasing Ordinance 2-26, Article V., Ethics in Public Contracting, and/or the State of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Vendor may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for the Manatee County Sheriff’s Office. A copy of Purchasing Ordinance 2-26 is available for review on Manatee County’s website. A hard copy can be provided on request.

5.21 COLLUSION
By offering a submission to this Request for Proposals, the Vendor certifies the Vendor has not divulged to, discussed or compared his proposal with other Vendors and has not colluded with any other Vendor or parties to this proposal whatsoever. Also, Vendor certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Vendor or with any competitor;

b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Vendor prior to the scheduled opening directly or indirectly to any competitor;

c. no attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;

d. the only person or persons interested in this proposal as principal or principals is/are named
therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

5.22 PROPOSAL FORMAT
Proposals must be submitted in a three-ring binder in the format specified in Section 3 within this document. Additional support information may be included, but should be inserted after the required content. Tabs are required to identify each item defined in Section 3: Proposal Instructions, thereby facilitating expedient review of all responses.

5.23 PUBLIC ENTITY CRIMES
In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not submit bids to a public entity for the construction or repair of a public building or public work, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 1/01/2005 it is $25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

5.24 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES
In accordance with Ordinance 2-26, the Sheriff's Office adopted a policy prohibiting the award of Sheriff's Office contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the Sheriff's Office that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. The Public Contracting and Environmental Crimes Certification form is attached for this purpose. By nature of the business within the Sheriff's Office, individuals working for the Vendor must be able to pass a background check to be admitted on premises if required.

5.25 DRUG FREE WORK PLACE
The Manatee County Sheriff's Office has a policy regarding maintaining a Drug Free Work Place. Vendors are asked to describe their firm's policy or program as it relates to maintaining a drug free workplace. A Drug Free Work Place Certification form is included with this Request for Proposals for this purpose. This response will be considered with the other criteria described herein.

5.26 LOBBYING
After the issuance of any Request for Proposals Request for Information, Invitation to Negotiate or Invitation for Bids, prospective bidders, or any agent, representative or person acting at the request of such vendor shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposals, Request for Information, Invitation to Negotiate, or Invitation for Bids with any officer, agent or employee of Manatee County Sheriff's Office other than the Comptroller or Purchasing Director or Bid Coordinator without expressed permission of the Comptroller or Purchasing Director. This prohibition begins with the issuance of any Request for Proposals, Request for Information, Invitation to Negotiate, or Invitation for Bids, and ends upon execution of the final contract or when the invitation or request has been canceled.

5.27 EQUAL EMPLOYMENT OPPORTUNITY
Manatee County Sheriff's Office, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the basis of race, color, creed, sex, age or national origin in consideration for an award.

5.28 AMERICANS WITH DISABILITIES ACT
The Manatee County Sheriff’s Office does not discriminate upon the basis of any individual’s disability status. This non-discrimination policy involves every aspect of the Sheriff’s Office’s functions including one’s access to, participation, employment, or treatment in its programs or activities.

5.29 OEM PARTS, SUPPLIES & CONSUMABLES
When required, the proposer who is successful in acquiring the Fleet Maintenance contract shall consistently provide after-market parts that meet manufacturer OEM specifications unless official OEM parts are requested. If manufacturer OEM parts are requested, official manufacturer OEM parts shall be supplied.
SECTION 6: APPENDIX

See subsequent pages to view samples of forms needed to submit a proposal. Forms will be available on the website at www.manateesheriff.com to make it more convenient to complete them electronically. On the home page, click the “Fiscal” tab, then click “Purchasing” on the navigation bar on the left. The forms will be included with the RFP document.
## 6.1 PROPOSAL SUBMISSION CHECKLIST

<table>
<thead>
<tr>
<th>Title Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Checklist (this form)</td>
</tr>
<tr>
<td>Provider Profile and Qualifications</td>
</tr>
<tr>
<td>Administrative Forms to Include:</td>
</tr>
<tr>
<td>• Bid Signature Form</td>
</tr>
<tr>
<td>• Drug Free Workplace Certification Form</td>
</tr>
<tr>
<td>• Public Contracting and Environmental Crimes Certification Form</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>Description of Services</td>
</tr>
<tr>
<td>Price Workbook</td>
</tr>
</tbody>
</table>
This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request for Proposals, and further, that the parts and services rendered do meet minimum specifications set forth in this request.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a 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 request and certify that I am authorized to sign this proposal for the vendor.

<table>
<thead>
<tr>
<th>Company Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidding as: Corporation</td>
</tr>
<tr>
<td>Tax ID Number:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Representative Name:</td>
</tr>
<tr>
<td>Representative Title:</td>
</tr>
<tr>
<td>Authorized Signature:</td>
</tr>
</tbody>
</table>
6.3 DRUG FREE WORKPLACE CERTIFICATION FORM
Page 1 of 2. Complete both pages. Form may be completed electronically. Double click to fill in the forms, then save and/or print.

MANATEE COUNTY SHERIFF’S OFFICE
Drug Free Work Place Certification

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Sheriff’s Office by:

______________________________ for ____________________________
(print individual’s name and title) (print name of entity submitting sworn statement)

whose business address is: __________________________

and (if applicable) its Federal Employer Identification Number (FEIN) is __________________________. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: __________________________

I understand that no person or entity shall be awarded or receive a Manatee County Sheriff's Office contract for public improvements, procurement of goods or services (including professional services) or a Manatee County Sheriff's Office lease, franchise, concession or management agreement, or shall receive a grant of Manatee County Sheriff's Office monies unless such person or entity has submitted a written certification to the Manatee County Sheriff's Office that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

(i) the dangers of drug abuse in the work place;

(ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;

(iii) any available drug counseling, rehabilitation and employee assistance programs; and

(iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

(i) abide by the terms of the statement; and

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.
DRUG FREE WORKPLACE CERTIFICATION FORM

Page 2 of 2. Complete both pages. Form may be completed electronically.
Double click to fill in the forms, then save and/or print.

(4) Notifying the Manatee County Sheriff’s Office within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate 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.

(6) Making a good faith effort to continue to maintain a drug free workplace through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE SHERIFF OF MANATEE COUNTY DETERMINES THAT:

(1) Such person or entity has made false certification.

(2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6).

(3) Such a number of employees of such person or entity have been convicted of violations occurring in the workplace as to indicate that such person or entity has failed to make a good faith effort to provide a drug free workplace.

____________________________________
(Signature)

STATE OF FLORIDA
COUNTY OF ____________________________

Sworn to and subscribed before me this __________ day of ________________, 20____ by __________________________.

Personally known __________________________ OR Produced identification __________________________

(Type of identification)

____________________________________
Notary Public Signature

My commission expires __________________________

____________________________________
(Print, type or stamp Commissioned name of Notary Public)

MCSO FM 06-052
6.4 PUBLIC CONTRACTING CERTIFICATION FORM

Page 1 of 2. Complete both pages. Form may be completed electronically.
Double click to fill in the forms, then save and/or print.

MANATEE COUNTY SHERIFF’S OFFICE
PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Sheriff’s Office by:

(print individual’s name and title) for (print name of entity submitting sworn statement)

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _________________. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:______________


I understand that no person or entity shall be awarded or receive a Manatee County Sheriff’s Office contract for public improvements, procurement of goods or services (including professional services) or a Manatee County Sheriff’s Office lease, franchise, concession or management agreement, or shall receive a grant of Manatee County Sheriff’s Office monies unless such person or entity has submitted a written certification to the Manatee County Sheriff’s Office that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer’s or employee’s official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the Sheriff’s Office Purchasing Director reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the inelegibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.
Any person or entity, who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the Sheriff's Office Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the Manatee County Sheriff's Office.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE SHERIFF OF MANATEE COUNTY DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

________________________________________
(Signature)

STATE OF FLORIDA
COUNTY OF ____________________________

Sworn to and subscribed before me this ______ day of __________________, 20___ by ________________________.

Personally known ______________________ OR Produced identification __________________________
(Type of identification)

______________________________ My commission expires ____________________________
Notary Public Signature

______________________________ (Print, type or stamp Commissioned name of Notary Public)

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.
6.5 REFERENCES
This form must be used to list references.

<table>
<thead>
<tr>
<th>Business (Please see note below)</th>
<th>Type of Business</th>
<th>Contact Name</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Note** *A minimum of five responsive, references are required. Contact names and contact phone numbers must be active at your reference location and must be accessible to the Sheriff’s Office. Any contacts that cannot or will not provide a reference may result in the rejection of your proposal as non-responsive.*
6.6 INSURANCE REQUIREMENTS
FOR VENDORS SUPPLYING SERVICES TO MANATEE COUNTY SHERIFF’S OFFICE

Vendors shall carry Worker’s Compensation Insurance as required by Chapter 440, Florida Statutes. Vendors exempt from carrying Worker’s Compensation must provide an Exemption Certificate.

During the term of this contract, vendor shall carry, at a minimum, the following: Commercial General Liability Insurance with liability limits of at least $500,000 per occurrence for bodily injury, death and property damage and shall protect it from claims which may arise out of the operations of the vendor or by anyone directly or indirectly employed by the vendor. Automobile Liability Insurance against bodily injury and property damage in the amount of at least $500,000 per occurrence is required for all vehicles used to carry out the contract.

Annual Certificates of Insurance must be submitted to the Purchasing Department of Manatee County Sheriff’s Office in order to maintain approved vendor status and to ensure compliance will all requirements.

Manatee County Sheriff’s Office welcomes the opportunity to partner with vendors to provide the taxpayers of Manatee County services that are both cost efficient and effective. Any questions about meeting these requirements should be directed to the Bid Coordinator at 941-747-3011, extension 2043.

I have read and understand the Insurance Requirements as stated above.

________________________________________________________________________
Signature

________________________________________________________________________
Print Name

________________________________________________________________________
Company Name

________________________________________________________________________
Date
6.7 SAMPLE OF SERVICE CHECKLIST

Please provide all vehicle and driver information requested for all MCSO fleet vehicles.

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th>Unit #:</th>
<th>Employee ID:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year:</th>
<th>Make:</th>
<th>VIN #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mileage:</th>
<th>Model:</th>
<th>In:</th>
<th>Out:</th>
</tr>
</thead>
</table>

The following items are to be checked, changed or adjusted as necessary at each service interval. When completed, this form must be faxed to MCSO Fleet Services. **Major deficiencies require immediate notification to Ed Boyett 727-2059 or Felix Lopez at 752-8181 for repair approval.**

<table>
<thead>
<tr>
<th>Meets Standard</th>
<th>Needs Attention</th>
</tr>
</thead>
</table>

**CHANGE ENGINE OIL AND FILTER ACCORDING TO FILTER ROTATION.**

<table>
<thead>
<tr>
<th>Filter Part #:</th>
<th># Qts:</th>
</tr>
</thead>
</table>

**CHECK ALL FLUID LEVELS AND TOP OFF AS NEEDED:**

<table>
<thead>
<tr>
<th>Rear Axle</th>
<th>Brake</th>
<th>Power Steering</th>
<th>Windshield Washer</th>
<th>Transmission</th>
<th>Coolant</th>
</tr>
</thead>
</table>

**CHECK TIRES FOR CONDITION, INFLATION, AND TREAD DEPTH (4/32ND MINIMUM). ROTATE TIRES EACH SERVICE INTERVAL.**

**TREAD DEPTH:**

<table>
<thead>
<tr>
<th>RF:</th>
<th>LF:</th>
<th>RR:</th>
<th>LR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>32nd</td>
<td>32nd</td>
<td>32nd</td>
<td>32nd</td>
</tr>
</tbody>
</table>

**AIR PRESSURE:**

<table>
<thead>
<tr>
<th>RF:</th>
<th>LF:</th>
<th>RR:</th>
<th>LR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>Out</td>
<td>In</td>
<td>Out</td>
</tr>
</tbody>
</table>

**CHECK ALL FRONT SUSPENSION FOR LOOSENESS OR WEAR.**

**PULL WHEELS, CHECK BRAKES FOR WEAR AND CONDITIONS. MEASUREMENTS:**

<table>
<thead>
<tr>
<th>RF:</th>
<th>LF:</th>
<th>RR:</th>
<th>LR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>32nd</td>
<td>32nd</td>
<td>32nd</td>
<td>32nd</td>
</tr>
</tbody>
</table>

**CHECK EXHAUST SYSTEM FOR LEAKS, TIGHTNESS AND CONDITION.**

**VISUALLY INSPECT UNDERCARRIAGE FOR DAMAGE.**

**LUBRICATE ALL DOOR, HOOD, TRUNK HINGES AND LATCHES.**

**CHECK ALL BELTS/HOSES FOR CONDITION, WEAR, LEAKS AND CRACKS.**

**COMPREHENSIVE SERVICE COMPLETED (75,000 MILES ON ODOMETER)**

**COMMENTS OR ITEMS THAT NEED ATTENTION:**

**Tech Signature:** ____________________________  **PRINT NAME:** ____________________________  **SERVICE LOCATION:** ____________________________

Manatee County Sheriff’s Office: RFP-2012-15-001-FLEET MAINTENANCE