

REQUEST FOR PROPOSALS

DIESEL AND/OR GASOLINE MAINTENANCE AND REPAIR SERVICES FOR THE CITY OF LAS VEGAS VEHICLE FLEET

The City of Las Vegas wishes to establish a RFP to provide Diesel and/or Gasoline Vehicle/Equipment Maintenance, repairs, parts, materials, emergency repairs and towing services, warranty and/or labor of/on diesel and/or gasoline vehicles/equipment that can be used by the City of Las Vegas. User agency diesel fleet consists of diesel vehicle and heavy equipment and gasoline engine vehicles.

SPECIFICATIONS:

The City of Las Vegas includes the following Diesel and/or Gasoline Vehicle/Equipment Repair, Maintenance, Preventative Maintenance, and Emergency Repair, Towing, Tire Repair/Install Services and Body Parts:

- All maintenance and repairs will be professionally diagnosed. Repairs and/or adjustments will be performed by and/only trained and/or certified (AS, etc) diesel and gasoline mechanics.
- Perform Annual/Day to Day DOT Inspections to ensure all parts and components are in good working conditions, repairs to include parts and accessories on diesel and gasoline vehicle/equipment.
- Must have an "On Call" person for after hours, holiday, and/or emergency repairs.
- All preventive maintenance to diesel and/or gasoline vehicles/equipment shall be in accordance with the manufacturer's or departments specifications and maintenance schedules. It is expected that awarded vendors are able to perform services without voiding existing warranties.
- City of Las Vegas Diesel and/or Gasoline Fleet oil changes, lubrication, and associated services. At a minimum an oil change will include lube, new oil, new oil filter, top off coolant up to ¼ gallon, top off brake fluid, top off power steering fluid, top off all differentials, check transmission and transfer case fluids.
- Emergency repairs to include tire repair/installation, body parts (fenders, bumpers, windshields, interior seats, door/window handles, mud flaps, and repair to make the vehicle/equipment safe on the road) to the diesel and/or gasoline fleet. Must have prior approval from department directors.

- Emergency towing of diesel or gasoline vehicles/equipment will occur with prior approval from department director. Most vehicles requiring towing services will be towed to the nearest approved maintenance. /repair facility unless prior approval is provided to the wrecker service.
- Any job exceeding \$3,000.00 must receive prior approval from the contracting agency. It is the vendor's responsibility to contact the agency and obtain the approvals.
- Facility Ability to conduct work must be able to handle vehicles/equipment 14' in height.

City of Las Vegas requires all manner of service pertaining to our diesel and/or gasoline fleet. While these instances should be rare, there may be times when service is needed and will have to be outsourced; in that event the City of Las Vegas would require the assistance and recommendations of our selected services and repair maintenance as determined to be in the City of Las Vegas best interest by the Department Director.

Please provide a list of other options and services your facility can offer. Security of you grounds; certification levels of your diesel/gasoline mechanics and specialty diagnostic equipment.

The term of this agreement shall be for one (1) year from date of award with the option to extend for a period(s) of three (3) additional years, on a year-to- year basis, by mutual agreement of all parties and approval of the City of Las Vegas at the same price, terms and conditions. This agreement shall not exceed four (4) years.

Parts:

Parts will be billed at the maximum discount offered by the manufacturer or supplier. Cost for parts and supplies will itemized separately on each invoice and will indicate list price minus amount discount offered. In cases where the manufacturer's current retail price of vendor's cost list is non-existent, the user agency will be billed at the actual cost to the vendor for such items. The user agency agrees to compensate the awarded vendor actual freight costs incurred in the procurement of "special order parts", which are not normally stocked items, provided that , authorization is granted by the user agency prior to the time of order.

Awarded vendor(s), upon request, shall furnish the department with a copy of the price schedule(s) and flat rate manuals, or relevant parts thereof, at no additional cost. Furthermore, the awarded vendor(s) shall insure that all work will be professionally diagnosed, and the maintenance repairs and /or adjustments will be performed only by factory trained and certified diesel and/or gasoline mechanics and/or ASE certified mechanics.

Awarded vendor(s) shall have adequate manufacturers or commercially published repair and specifications manual(s) for all diesel and gasoline vehicles/equipment.

Vendors bidding are cautioned that they must insure the user agencies that they have the capability and facilities to provide the services they are bidding. Vendors lacking the above may have their bid rejected or cancelled. The user agency reserves the right to inspect the prospective vendor's repair facility prior to and/or after making a recommendation of award, and anytime during the term of the agreement(s).

Awarded vendors agree to provide services in accordance with instructions contained in this or any associated/attached documents, and only against specific orders in which the City of Las Vegas (CLV) may place with the vendor during the term of this agreement.

Cost of repairs and supply of parts, for work other than that authorized by the user agency will not be paid for unless prior approval is granted by the user agency.

When applicable, all labor charges on the invoice will be broken down to indicate the number of hours consumed in performing specific tasks. All jobs quoted will be in conformance to national pricing guides such as those provided by All Data and Mitchell.

In the event that a prospective vendor is not certified to conduct all automotive repairs or specializes in a particular automotive system, it is necessary that the prospective vendor indicate the maintenance and repair of specific diesel systems on attached list.

Exclude Parts, Supplies and Labor

Body repair, fenders, bumpers, windshields, interior seats, door/window handles, mud flaps any convenience decorative items are not authorized to be purchased under this price agreement, only in case of emergency will it be allowed.

Taxes

Price shall not include state gross receipts tax or local option tax(es). Such tax or taxes shall be added at time of invoicing at current rate, and shown as a separate item to be paid by user. Gross receipts or local tax applies to labor only. Taxes will only apply to the actual service provided and not the parts.

Total Compensation

Prices quoted herein represent the total compensation to be paid by the City of Las Vegas for goods and/or services provided. It is understood that the party providing said goods and/or services to the City of Las Vegas is responsible for payment of all costs of labor, equipment, tools, materials, federal tax, permits, licenses, fees and any other items necessary to complete the work provided. The prices quoted herein include an amount sufficient to cover such costs.

Emergency

Notwithstanding the existence of this agreement, the City of Las Vegas and/or its political sub-divisions reserve the right to order any service, part or supplies required for emergency purposes from any party who can deliver such services, parts or supplies to meet the requirements of the user agency, without waiving or voicing any of the terms of this agreement.

It is the responsibility of the user departments to utilize this agreement in the best interest of the City of Las Vegas. City could award to multiple vendor at City's discretion agreements will awarded to bidders meeting all specifications.

The awarded vendor(s) shall perform all work and furnish all labor, materials, tools and appurtenances required to comply with the requirements of the awarded RFP by the City of Las Vegas.

The awarded vendor(s) shall comply with all of the terms and conditions contained herein and are hereby made part of this agreement. The submission of a proposal shall be considered as prima facie evidence that the bidder has familiarized himself with and understands the conditions under which this RFP shall be performed. No letter or stipulation submitted with a RFP shall alter the terms and conditions of this agreement.