

# Kanawha County Commission

P.O. Box 3627  
407 Virginia Steet, East  
Charleston, West Virginia 25336  
(304)357-0115

## Request for Quotations

Re: Three Year Maintenance Contract, to be Renewed Annually, for the Kanawha County Sheriff's Office

Date: August 16, 2022

Fiscal Year: 2022-2023

Bid Opening: Bids must be received on or before Tuesday, August 30, 2022, at 10:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

### INSTRUCTIONS TO BIDDERS

**\*PLEASE USE THIS FORM AS THE SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed or electronically transmitted bids will not be accepted.
2. Bids must be F.O.B. Delivery Point, unless otherwise indicated in the bid document.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. Once bids are unsealed, all bid documents become Public Record.
5. The Kanawha County Commission reserves the right to accept or reject, in part or in whole, any bid submitted, whichever is in the best interest of the Kanawha County Sheriff's Office.

Vendor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

\_\_\_\_\_  
Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*\*\*Attention Vendors\*\*\*

Have you registered for the Kanawha County Commission Automatic Vendor E-mail Notification System For bid specifications? Register by visiting our website @ [www.kanawhacounty.com/purchasing/alerts](http://www.kanawhacounty.com/purchasing/alerts)

# SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**ITEM:** Three Year Vehicle Maintenance Contract, to be Renewed Annually, for the Kanawha County Sheriffs Office

**DATE:** July 25, 2019

**LOCATION:** Kanawha County Sheriffs Office  
301 Virginia Street, East Charleston, WV  
25301

<b>CONTACT:</b>	Jerie Whitehead	Sgt. Jason Snyder
	Purchasing Director	Supply/Logistics Officer
	Kanawha County Commission	Kanawha County Sheriff's Office
	P.O. Box 3627	301 Virginia Street, East
	Charleston, WV 25336	Charleston, WV 25301
Telephone (304) 357-0115	Telephone (304) 357-4694	
Email : <a href="mailto:jeriewhitehead@kanawha.us">jeriewhitehead@kanawha.us</a>	Email: <a href="mailto:jasonsnyder@kcsso.us">jasonsnyder@kcsso.us</a>	

**BID OPENING:** Bids must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Tuesday, August 30, 2022, at 10:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed and electronically submitted bids will not be accepted.*

## SCOPE OF AGREEMENT

It is the intent of this specification to describe the terms and conditions of a Preventative Maintenance (PM) Level "A" service schedule and Minor Repair Level "B" service program for county owned automobiles, light trucks, and vans. Both Level "A" and Level "B" services can be bid separately or together.

Services include but are not limited to: Routine maintenance, such as changing oil, oil filter and air filter, checking all fluid levels, inspect brakes, check light bulbs, wiper blades and inspection dates. Perform state safety and emission inspections, and make needed repairs; towing and after hour emergency retrieval or repair of vehicles and equipment; and extended services will be performed as required by the County. Note - Tire Replacement and Wheel Alignment are not part of this specification and will not be included in the service agreement.

Please specify which Level of Service you are bidding on. Place and "X" in the appropriate section.

Level "A" \_\_\_\_\_ Level "B" \_\_\_\_\_ Both "A" and "B" \_\_\_\_\_

- **Fleet and Service Information, Contractor's Responsibilities, Requirements, Terms and Conditions, and Termination Sections applies to both Level "A" and "B" Services**

## FLEET AND SERVICE INFORMATION

The County's Fleet consist of approximately 150 automobiles, light trucks, and vans, (125 Kanawha County Sheriff Department Fleet and 25 Kanawha County Administration Fleet). The fleet has been maintained under existing service agreements. The fleet may increase or decrease throughout the term of the agreement. Contractors submitting quotes must be capable of performing services and repairs on all types of vehicles. The contractor shall be capable to maintain a fleet of this size to include facilities, manpower, tools, and diagnostic equipment. Contractors may utilize subcontractor(s) on repairs that cannot be performed at their place of business but will assume responsibility for subcontractor(s) work upon approval Kanawha County Fleet Representative

## CONTRACTOR'S RESPONSIBILITIES:

Contractor will furnish the repair facility and all labor, parts and supplies necessary for the services required under this contract. In addition, Contractor agrees to employ adequate ASE Certified technicians or equivalent trained personnel with a minimum of four years of experience and maintains adequate shop space to service all County vehicles.

All work shall be performed in accordance with generally accepted industry standards, practices, and principles applicable to the work.

1. In performing the work, the Contractor shall:
  - a. Comply with all applicable governmental laws, rules, and regulations.
  - b. Maintain in effect all licenses which the Contractor is required to possess; and
  - c. Not discriminate against any of its employees or prospective employees because of race, religion, color, age, or national origin.
2. Kanawha County Vehicles shall, at all times, shall receive service priority. Service priority shall include placing service repairs **immediately** ahead of all other work, including over other County, Municipal, State, Federal, and private vehicles unless authorized by Kanawha County Fleet Representative
3. Contractor will be required to maintain maintenance, repair, and inspection records on each vehicle. Contractor shall coordinate and notify scheduled dates and times with the respective Kanawha County Fleet Representative on all routine or extended maintenance and repairs. Safety inspections shall be scheduled no later than (30) thirty days prior to the expiration or required due date.
4. Contractor will obtain permission prior to beginning any work beyond the work considered as routine maintenance such as extended service work or repairs to vehicles which are recommended due to problems found during the inspection or routine maintenance process. Kanawha County reserves the right inspect defective parts, to obtain additional quotes for repairs that exceed (\$350.00) Three Hundred and Fifty Dollars, and for any amount that seem unreasonable.
5. Contractor will keep apprised and coordinate all **vehicle recalls or warranty work** with the appropriate dealership at no additional charge.
6. Contractor shall warranty repairs for no less than 90 days on labor and workmanship and for the full manufacturer warranty period on parts and materials.
7. The Contractor must maintain all receipts and invoices for parts and supplies on file at

the garage for the duration of the contract and make available to the County for inspection.

8. Contractor will be required to maintain up-to-date data on all costs and charges incurred for each individual vehicle that the County brings in for service/repair. Upon request, Contractor agrees to make available to the County within 72 hours:
9. Contractor is not allowed to perform work without approval from the respective Kanawha County Fleet Representative or allowed to perform any work without an estimate, with the exception of the standard routine maintenance services listed on "Exhibit A".
10. Contractor will advise the County on fleet maintenance status and may make recommendations on vehicle replacement.
11. County vehicles and equipment shall be stored in a secure location at the Contractor's place of business with precautions taken to protect the vehicles and contents from vandalism, theft, or damage. Contractor agrees that he/she will be responsible for the proper custody and care of any county vehicle or equipment on the contractor's premises and will reimburse the County for loss of damage of such property. Contractor shall not allow vehicles to be driven on public roads for purposes other than diagnostics and road testing.
12. All repair service technicians repairing the county's fleet shall be ASE certified or have equivalent training with a minimum of 4 years of experience. Oil change service technicians shall be properly trained, experienced, and supervised. The County reserves the right to request copies of the service technicians ASE Certifications and Technical Training Certificates at any time.
13. Contractor shall be responsible for proper disposal of all old fluids, filters, batteries, tires, and any other components removed from county vehicles or equipment being serviced.
14. Errors/Deficiencies: Contractor shall, without additional compensation, make any corrections regarding inferior or incomplete work or materials furnished under this agreement if it is determined that Contractor is responsible for any errors or deficiencies.
15. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to (1) all persons on the Site or who may be affected by the Work and (2) all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site. Strict adherence to State and Federal OSHA and EPA Regulations shall be required.

## **REQUIREMENTS:**

The above items describe the general services required to maintain a vehicle. It is the sole responsibility of the maintenance contractor to determine and to understand the full requirements of the vehicle systems.

The successful bidder must show evidence of experience to provide the above specified maintenance as well additional maintenance as is required to keep the Kanawha County Sheriffs Office vehicles in optimal operating condition. Successful bidder must have at its disposal the appropriate service manuals, repair parts and test equipment for all vehicles used by the Kanawha County Sheriffs Office.

The successful bidder must have a service facility located in the Charleston Metropolitan area.

The service facility must employ ASE Certified technicians and or technicians with equivalent training and a minimum of four years field experience.

The Kanawha County Commission reserves the right to employ alternate vendors to perform needed service.

The Kanawha County Commission reserves the right to cancel this agreement, without prejudice, with thirty days written notice or, with satisfactory performance, to annually extend the contract for two additional years at the rates quoted, upon Commission approval.

## **TERMS & CONDITIONS:**

No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.

**Worker's Compensation and Unemployment Premiums:** Successful bidder is required to provide to the Kanawha County Commission, certification as to the current status of successful vendor's Workers Compensation and Unemployment premiums. Successful Bidder is to provide to the Owner proof of insurance and is responsible for obtaining all necessary licenses and permits

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form and a No Debt Affidavit.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding.

## **TERMINATION**

- I. If services or parts provided by the Contractor under this contract are determined to be poor quality, unsatisfactory, substandard, or unacceptable by the county representatives, the contract may be terminated for default.

Grounds for termination for default shall include, but not be limited to:

- a. Failure to respond to all reasonable requests from the County for services covered by the contract.
- b. Lack of proper insurance as required under the contract.
- c. Charging unjustifiable labor rates or repair times in excess of those listed or allowed in the contract.
- d. Inefficient, or unsafe practices in providing services; allowing unlicensed and/or untrained persons to operate any equipment under this contract.
- e. Involvement in criminal offenses or activity and/or failure to comply with all laws, ordinances, codes and regulations applicable to the operation of a vehicle maintenance repair and towing business.
- f. Other actions which impact unfavorably on the faithful performance of the contract.
- g. Failure to properly secure the county's vehicles and property.

## LEVEL "A" SERVICE

A. The preventative maintenance levels of service and frequencies are as follow:

a) Frequency of service

(1) Every 5,000 miles or 6 months

b) Service Requirements:

Replace engine oil and oil filter  
Lubricate chassis and universal joints  
Check and fill fluids to proper levels:

- \*Transmission
- \*Differentials
- \*Power Steering Fluid Reservoir
- \*Brake Fluid Reservoir
- \*Windshield Washer Fluid Reservoir
- \*Anti-freeze / Coolant Reservoir
- \*4-Wheel Drive Transfer Case

Inspect for wear, proper operation, leaks, and note defects on service report and report defects to vehicle driver on the following:

- \*Engine, air filter, drive belts\*Undercarriage
  - \*Exhaust system repair and replace if needed
  - \*Lights and turn signals
  - \*Battery connection & fluid level
- Check tires for wear and inflate to recommended pressure Vacuum  
interior  
Wash windshield

Replacement of Defective Light Bulbs  
Replacement of Defective Batteries  
Replacement of Wiper Blades  
Replacement of Filters and Drive Belts

(c) Service Time and Priority:

County vehicles shall be given priority service over regular customers. Service times shall be 30 minute or less for oil change service, air filter changes, and safety and emissions inspections.

The County may request, from time to time, changes in the scope of the services provided by the Vendor to be performed hereunder. Such changes, which are mutually agreed upon by and between the County and Vendor, shall be incorporated in written amendment(s) to the contract. Amendments to the contract will be issued by the Purchasing Department.

Contractor will be required to maintain maintenance, repair, and inspection records on each vehicle. Contractor shall coordinate and notify scheduled dates and times with the respective Kanawha County Fleet Representative on all routine or extended maintenance and repairs. Safety inspections shall be scheduled no later than (30) thirty days prior to the expiration or required due date.

Oil change service technicians shall be properly trained, experienced, and supervised

Contractor shall be responsible for proper disposal of all old fluids, filters, batteries, tires, and any other components removed from county vehicles or equipment being serviced.

Errors/Deficiencies: Contractor shall, without additional compensation, make any corrections regarding inferior or incomplete work or materials furnished under this agreement if it is determined that Contractor is responsible for any errors or deficiencies.

- B. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to (1) all persons on the Site or who may be affected by the Work and (2) all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site. Strict adherence to State and Federal OSHA and EPA Regulations shall be required.
  1. Lubrication products shall be of the weight, viscosity and type recommended by the vehicle manufacturer, and shall conform to SAE specifications as applies to each vehicle manufacturer and category.
    - a) Quotes will be accepted for the use of the following brand names only: Amoco, Chevron, Conoco, Mobil, Pennzoil, Phillips 66, Shell, Valvoline, Texaco, Castro! and Gulf, GM, Mopar, or Motorcraft.
    - b) No blended mixtures, re-brands, recycled, or re-packaging of original brand name products will be accepted; and quotes offering a house brand private label shall not be considered.
  2. All filter elements shall be of new premium quality materials and construction by a nationally recognized manufacturer; and shall be of correct size and capacity as recommended by the vehicle manufacturer.
  3. Multiple Service Locations - The same brand of materials and part shall be used at all locations to provide for consistent service and performance.
- C. Any substitutions of the products must be indicated on the Proposal Form and must be approved in advance by the respective Kanawha County Fleet Representative.
- D. Contractor shall be responsible for the proper disposal of used fluids, filters and other items in accordance with all current Health, EPA, Federal, State and Local and regulations.
- E. The County reserves the right to spot check the quality of services performed and the compliance with specifications of products being used by the contractor; and may



require the contractor to make necessary corrections to services and/or products during the term of the agreement. The County also reserves the right to inspect defective parts being replaced.

- F. Oil change mileage reminder stickers shall be placed on vehicles.

**Gas Engines: Lube, oil, oil filter, check air filter, check and fill all fluids.**

\$ \_\_\_\_\_ Fixed Rate up to 7 quarts Standard Oil

\$ \_\_\_\_\_ Fixed Rate up to 7 quarts Synthetic Oil

**Diesel Engines: Lube, oil, oil filter, check air filter, check and fill all Fluids.**

\$ \_\_\_\_\_ Fixed Rate up to 7 Quarts

## **LEVEL "B" SERVICE**

- A. Minor Repair Services:

- a) Frequency of service:

(l) As required

- b) Repair Service Requirements:

1.Brake Inspections and

Repairs

Replacement or repair of Brake Linings, Pads, Rotors, Drums, Disk Brake Calibers, Master Cylinders, and Wheel Cylinders. Rotors and Drums shall be resurfaced as allowed per manufacturers tolerances.

- Fuel Injection Diagnostic and Cleaning Services
- Throttle Body Cleaning Services
- Transmission Flush and Servicing

- Cooling System and Radiator Flush and Servicing  
Computer Diagnostic Services
- Emissions Test Inspection
- Replacement of Defective Oxygen Sensors  
Replacement of Defective Suspension Parts  
Replacement of Defective Steering Parts Replacement  
of Fuel Filters
- Replacement of Defective Fuel Pumps, Injectors  
Replacement of Leaking Gaskets and Seals  
Replacement of Defective Emission Components  
Replacement of Defective Alternators Replacement of  
Defective Cooling Components
- Replacement of Defective A/C Components  
Replacement of Worn Drive Belts
- Replacement of Defective Sensors

**\*Brake linings and pads shall not be replaced unless there is less than 25% service life remaining, or has reached the OEM wear indicators or tolerances, or an unsafe condition is detected. Defective components shall be held for inspection by the Kanawha County Fleet Maintenance representative.**

c) Service Time and Priority:

County vehicles shall be given priority service over regular customers.

d) Labor Time and Rates:

Repairs shall be based on labor times indicated in programs such as Mitchells, AllData Pro, Chilton's, Snap-On's Shopkey, or the automotive manufacturers authorized dealer OEM labor estimating software program.

e) Part Pricing:

The charge for parts shall be at actual cost plus a "percentage" markup as quoted.

B. All materials used by the contractor shall be new or remanufactured and of a quality currently used commercially conforming to current engineering and manufacturing practices; and shall be free of defects which will adversely affect the function or appearance of the finished article. Salvage yard parts are not authorized without prior approval of the respective Kanawha County Sheriff's Office Fleet Maintenance representative. The county also reserves the right to provide repair parts.

The contractor is required to report any necessary repairs they discover to the vehicle

driver; however, contractor shall not request permission of the operator to perform services and repairs not outlined in the above service schedule. Any significant deficiency noted by the Vendor's technicians should be immediately reported by telephone and/or facsimile to the respective Kanawha County Fleet Representative. Kanawha County reserves the right inspect defective parts, to obtain additional quotes for repairs that exceed (\$350.00) Three Hundred and Fifty Dollars, and for any amount that seem unreasonable.

The County may request, from time to time, changes in the scope of the services provided by the Vendor to be performed hereunder. Such changes, which are mutually agreed upon by and between the County and Vendor, shall be incorporated in written amendment(s) to the contract. Amendments to the contract will be issued by the Purchasing Department.

**EXHIBIT A  
QUOTE FORM FOR  
AUTOMOBILES, SMALL TRUCKS, AND VANS**

**All pricing shall include shop supply fees, disposal fees, delivery fees, shipping fees, and environmental fees. No other fees will be added to invoices.**

Standard labor rate                      \$ \_\_\_\_\_ Per Hour

Parts mark-up                              \_\_\_\_\_ % over Contractor cost\*

\*\*\*\*\*The County reserves the right to view the contractor's parts supplier invoices.

**What are the business normal working hours?**

\_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Monday-Friday

\_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Saturday

\_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Sunday