

REQUEST FOR PROPOSALS

The City of Las Vegas, New Mexico will open Sealed Qualifications/Proposals at 2:00 am/pm, Jan 10, 2019 at the City Council Chambers, 1700 North Grand Avenue, Las Vegas, New Mexico, or other designated area at the City Offices; ON THE FOLLOWING:

GASOLINE FLEET REPAIR SERVICES FOR THE CITY OF LAS VEGAS POLICE DEPARTMENT

Proposal Forms and Specifications may be obtained from the following location:

City Clerk's Office @ 1700 N Grand Avenue, Las Vegas, NM 87701

Mailed proposals should be addressed to the City Clerk, 1700 N. Grand Ave., Las Vegas, New Mexico 87701; with the envelope marked **GASOLINE FLEET REPAIR SERVICES FOR THE CITY OF LAS VEGAS POLICE DEPARTMENT** Opening No. 2019-6 ; on the lower left-hand corner of the submitted envelope. It shall be the responsibility of the Offeror to see that their proposal is delivered to the City Clerk by the date and time set for the proposal request. If the mail or delivery of proposal request is delayed beyond the opening date and time, proposal thus delayed will not be considered. Proposals will be reviewed at a later date with possible negotiations to follow.

The City of Las Vegas reserves the right to reject any/or all proposals submitted.

CITY OF LAS VEGAS,

Ann M. Gallegos
ANN MARIE GALLEGOS, INTERIM CITY MANAGER

Esther Garduno Montoya
ESTHER GARDUNO MONTOYA, CITY ATTORNEY

Cassandra Fresquez
CASANDRA FRESQUEZ, CITY CLERK

Tana Vega
TANA VEGA, INTERIM FINANCE DIRECTOR

Helen Vigil
HELEN VIGIL, PURCHASING OFFICER

Opening No. 2019-6 Date Issued: 12/14/2018

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OFFEROR INFORMATION

OFFEROR: _____

AUTHORIZED AGENT: _____

ADDRESS: _____

TELEPHONE NUMBER (_____) _____

FAX NUMBER (_____) _____

DELIVERY: _____

STATE PURCHASING RESIDENT CERTIFICATION NO.: _____

NEW MEXICO CONTRACTORS LICENSE NO.: _____

SERVICE (S): GASOLINE FLEET REPAIR SERVICES FOR THE CITY OF LAS VEGAS POLICE DEPARTMENT.

THE CITY OF LAS VEGAS RESERVES THE RIGHT REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHINCAL IRREGULARITY IN THE FORM.

AFFIDAVIT FOR FILING WITH COMPETITIVE PROPOSAL

STATE OF _____ }

} ss

COUNTY OF _____ }

I, _____ of lawful age, being of first duly sworn in oath, say that am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any City official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Signature

Subscribed and sworn to before me, this _____ day of _____, 20_____.

(SEAL)

Notary Public Signature

My Commission Expires: _____

AWARDED PROPOSAL

Awarding of proposal shall be made to the responsible offeror whose proposal best meets the specification. The City of Las Vegas (City) reserves the right to reject any or all proposals submitted.

TIMETABLE

Proposal pursuant to this request must be received at the City Clerk's Office at 1700 North Grand Avenue, Las Vegas, New Mexico, on or before: Jan 10, 2019 2:00 am/pm at which time all proposal received will be opened. The opening will occur at the City Council Chambers or other designated area at the City Offices. Awarding of proposal is projected for: _____, 2019. The successful offeror will be notified by mail.

ENVELOPES

Sealed proposal envelopes shall be clearly marked on the lower left-hand corner, identified by the Proposal Name and Opening Number. Failure to comply with this requirement may result in the rejection of the submitted proposal.

BRIBERY AND KICKBACK

The Procurement Code of New Mexico (Section 13-1-28 through 13-1-199 N.M.S.A. 1978) imposes a third degree felony penalty for bribery of a public official or public employee. In addition, the New Mexico Criminal Statutes (Section 30-4-1, N.M.S.A. 1978) states that it is a third degree felony to commit the offense of demanding or receiving a bribe by a public official or public employee. (Section 30-24-2 N.M.S.A. 1978) it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks. In addition (Section 30-41-1 through 30-41-3, N.M.S.A. 1978) states that it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks.

RESPONSIBILITY OF OFFEROR

At all times it shall be the responsibility of the offeror to see that their proposal is delivered to the City Clerk by the Date and Time scheduled for the opening. If the mail or delivery of said proposal is delayed beyond the scheduled opening date and time set, this proposal will not be considered.

NON-COLLUSION

In signing of their proposal and affidavit the offeror certifies that he/she has not, either directly or indirectly entered into action of restraint of free competition in connection with the submitted proposal.

CLARIFICATION OF PROPOSAL

Offeror requiring clarification or interpretation of the proposal specifications shall make a written request to the Department involved in the proposal request at least five (5) days prior to the scheduled proposal opening date; with a copy forwarded to the Finance Department. Any interpretations, corrections, or changes (not part of the negotiation stage) of said proposal specifications shall be made by "ADDENDUM" only; including any Opening Dates or Time Change. Interpretations, corrections, or changes of said proposal made in any other manner (before opening and negotiation stage) will not be binding and offeror shall not rely upon such interpretations, corrections, and changes.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

A proposal may not be withdrawn or cancelled by the offeror following the scheduled opening date and time; the offeror does so agree in submitting their proposal. Prior to the scheduled time and date of opening, proposals submitted early may be withdrawn but may not be re-submitted.

APPLICATION OF PREFERENCE

Pursuant to (Section 13-1-21 and 13-1-22, N.M.S.A. 1978), any New Mexico resident business or resident manufacturer who wishes to receive the benefit of an "Application of Preference" must provide their Certificate Number (issued by N.M. State Purchasing); with their proposal on the "OFFEROR INFORMATION/AFFIDAVIT" form.

FEDERAL TAX IDENTIFICATION NUMBER

Pursuant to IRS requirements, offerors shall provide their Federal Tax ID Number if offeror is incorporated. If offeror is a sole proprietorship or partnership, then shall provide their Social Security Number.

FEDERAL TAX ID NUMBER: _____

SOCIAL SECURITY NUMBER: _____

NEW MEXICO TAX IDENTIFICATION NUMBER

Payment may be withheld under; (Section 7-10-5, N.M.S.A. 1978) if you are subject to New Mexico Gross Receipts Tax and have not registered for New Mexico (CRS) Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering instructions.

SPECIAL NOTICE

Proposals will be opened and all submitted copies will be checked for accuracy of Department's specific amount of copies requested. Any price or other factors of the submitted proposals will not be read out loud to anyone in attendance at the proposal opening. All factors of the submitted proposals are not public record to other offerors or interested parties before the negotiation or awarding process.

The department involved in the proposal request will evaluate all proposals submitted according to the evaluation criteria indicated in the proposal specifications.

NEGOTIATION

Pursuant to the City of Las Vegas Purchasing Rules and Regulations (section 6.7); discussions or negotiations may be conducted with a responsible offeror who submits an acceptable or potentially acceptable proposal. Negotiations of price will be done after all evaluation criteria have been met.

CONTRACT

When the City issues a purchase order in response to an awarded proposal, a binding contract is created (unless a specific contract has been created).

TAXES:

Bidder must pay all applicable taxes.

NOTE:

If bidder is from outside the City of Las Vegas, the successful bidder must pay Gross Receipts Tax in the City of Las Vegas.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size) _____

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

REQUEST FOR PROPOSAL

**FOR GASOLINE FLEET REPAIR MAINTENANCE SERVICES
FOR THE LAS VEGAS POLICE DEPARTMENT**

I. PURPOSE OF REQUEST.

The City of Las Vegas Police Department ("PD") is requesting proposals for the selection of a primary vendor and location to furnish maintenance and repair services, to include all labor, parts and material necessary for the various classifications, types and makes/models of vehicles. Please note this would not be an exclusive maintenance contract. A list of existing city vehicles are attached herein as examples only. The number, make/model and composition may change without prior notice. Contractors located in the general areas of Las Vegas, within a ten (10) mile radius of the police department are preferred. The selection will be based on overall price, services, performance and reliability of the proposers. The PD needs are outlined in the following Request for Proposal ("RFP"). Please provide one (1) original and three (3) copies of the RFP.

II. SELECTION CRITERIA.

Criteria.....	Weight	Given
1. Responsiveness of the written proposal To the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by Contractor that will demonstrate the quality of services.	40%
2. Price.....	50%
3. Ability, experience, financial resources..... and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment and efficiency of the Contractor.	10%
Total Criteria Weight.....		100%

Each proposal will be independently evaluated on Factors 1 through 3.

III. SCOPE OF SERVICES

The scope of service, operating procedures, and vehicles to be covered are attached herein as Exhibit A, B, and D respectively.

IV. TERMS AND CONDITIONS.

- A. The term of the contract shall be for a period of one (1) year from the initial date the contract is signed. The initial term may be extended from year to year through addendum for a maximum of four (4) years upon mutual agreement by all parties.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified proposer, if the

successful proposer does not execute a contract within fifteen (15) days after award of proposal

- D. The City reserves the right to award all or a portion of the required services to more than one qualified contractor at the City's sole discretion.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. It shall include requirements to comply with ADA, Civil Rights Act and EEP requirements.
- F. Prior to contract award, the City will meet with the Contractor to review procedures for invoicing, payment, reporting, if any, and clarification of services to be provided by terms.
- G. The Contractor should expect semi annual meetings with Police and City personnel to review service performance.
- H. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- I. The City reserves the right to perform unannounced site visits, interview staff and management, and test repairs prior to selection to determine, among other things:
 - a. Customer service responsiveness
 - b. Shop organization and operation efficiency
 - c. Response time

V. COMPENSATION

- A. Present detailed information the firm's proposed fee schedule for the specifications proposed and for any variation for the non-routine services, inclusive of New Mexico sales tax and any other applicable governmental charges. Provide specifics as to definitions of routine versus non routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification
- B. Payment by the City for the services will only be made after the services have been performed and accepted by authorized City representatives. The City requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the City to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the City as described in Exhibit A under Repair Order. Monthly statements shall be submitted by the 30th of each month with a listing of all Repair Order Numbers, cost, and date identified. Payment will be made within thirty (30) days after receipt of an invoice. Discount periods must be extended if the billing invoice is returned for credit or correction.

VI. RFP CONTENTS AND ATTACHMENTS

- 1 This RFP
- 2 Exhibit A – Scope of Service
- Schedule A: Preventive Maintenance Schedule
- 3 Exhibit B – Operating Procedures
- 4 Exhibit C – Proposal Forms, consisting of
 - I. Management Information
 - II. References
 - III. Supplemental Questionnaire
 - IV. Facility Description
 - V. Subcontractor List
 - VI. Cost and Conditions
 - VII. Proposal Pricing Work Sheet.....
- 5 Exhibit D – Vehicle List
- 6 Exhibit E – Sample of Maintenance/Labor contract agreement.....

**EXHIBIT A
SCOPE OF SERVICE**

GENERAL PROVISIONS

The successful contractor must be able to perform diagnostic services, preventative maintenance and common repair services on vehicles and equipment that include, but are not limited to, brakes, suspension, heat/air conditioning systems, electrical systems, engine, etc. The City's preference is to have a primary Contractor that has the ability to perform all required services if possible.

This Request for Proposal is divided into vehicle manufactures, service items and sub-items to allow the award of more than one contract, if it is deemed to be in the City's best interest. The City of Las Vegas reserves the right to award all items and sub-items to one or more vendors, multiple items with sub-items to one vendor or in any manner deemed to be most advantageous to the City.

The Contractor must have the ability to provide required preventative maintenance and repair service listed in Section E (below) for the fleet listed on Exhibit D (page 17). Any exception including subcontracting must be noted in the response.

A. Preventative Maintenance

The City's vehicles are routinely driven in short distance; frequent start/stop; and long idle periods. The attached Schedule A (page 6) outlines preventative maintenance requirements due to the use conditions. The average annual usage is normally around 10,000 miles for administrative purposes vehicles and 16,000 Police patrol vehicles.

B. Repairs and Maintenance

- Provide service/repairs to all common mechanical and electrical systems as needed. Excludes oil changes, vehicle alignments, flat tire repair, mount and balance or tires, rotation and balance of tires, tire replacement, and air filters.

C. Conditions on Required Services

- 24-hour turn-around on common repairs excluding oil changes, vehicle alignments, flat tire repair, mount and balance or tires, rotation and balance of tires, tire replacement, and air filters.
- When a prior appointment has been made for routine maintenance, the turn-around time should be four (4) hours.

D. Repair Order Content and Procedure

The Contractor shall provide repair orders for all services provided containing the following information:

- Repair estimates with anticipated work to be performed, estimated completion time, and estimated cost signed by the city staff upon pick-up/drop-off. A confirming copy with final cost shall be delivered to City Police Departments Fleet Supervisor or designee upon completion of the work, and a billing copy shall be delivered to the City Police Departments Financial Specialist upon completion of the work.
- Actual work/cost above written estimate requires the Police Department Fleet Commanders approval prior to work start.
- Authorization of work by designated Police Department Fleet Commander or designee is required for all repair orders.
- Individual vehicle charges shall be submitted on separate repair orders for each service visit. The repair order must include:
 - a. Date work performed

- b. Vehicle and/or license #, make/model
- c. Vehicle mileage at time of service/repair
- d. Date in / date out / time completed

e. Detail type of service, hours, material used, and cost associated with each.

f. Officers name or Police Department personnel name.

- The Contractor guarantees and warrants that all material furnished and all services performed under said contract will be free from defects in material and workmanship and will conform to the requirements of this contract for a period of 120 days or 4,000 miles, whichever occurs first. The Contractor shall remedy all such defects at his/her own expense within one (1) working day after notification by the PD.
- Warranty repair orders need to be provided by the Contractor to the PD fleet supervisor or designee on all material and services covered by warranty.

E. Hours of Operation

The PD is active on a 24/7 basis and desires the most comprehensive hour coverage possible. Please identify normal business hours and emergency business hours if available.

Las Vegas Police Department Vehicle Maintenance Record

Schedule A: Preventive Maintenance Schedule

*Notice
THIS FORM IS TO REMAIN IN VEHICLE

OFFICER ASSIGNMENT

UNIT # _____ 1ST _____ START MILEAGE _____

YEAR _____ 2ND _____ START MILEAGE _____

MAKE _____ 3RD _____ START MILEAGE _____

MODEL _____ 4TH _____ START MILEAGE _____

MILEAGE IN THOUSANDS	MILEAGE																						
	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115
Oil & Filter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lubrication	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Air Filter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Brakes (inspect pads/shoes)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Front Wheel Bearings							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Drain & replace gear oil							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Transmission Service				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Suspension steering (inspect)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cooling System (change)									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Exhaust System (inspect)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Belts (Inspect)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tune Engine						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fuel Filter (inspected)			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Assigned Officers Initials																							

Major Component Replacement Or Repair

Engine Replace/Overhaul

Date _____

Mileage _____

Cost _____

Transmission

Date _____

Mileage _____

Cost _____

Suspension (Major)

Date _____

Mileage _____

Cost _____

Speedometer

Date _____

Mileage _____

Difference _____

EXHIBIT B

OPERATING PROCEDURES FOR VEHICLE MAINTENANCE SERVICES

This section sets forth the operating policy and procedures for servicing City vehicles and equipment. It discusses maintenance scheduling procedures, loaner procedures and invoicing requirements.

Contracted maintenance facilities are expected to provide prompt, courteous and competent service to drivers. Garage staff must be knowledgeable about service procedures, and initiate the service transaction within 15 minutes of their arrival and/or service call is placed. It is important that the service desk is staffed adequately to provide efficient customer service in a timely manner.

To assist the Contractor with the maintenance program, the PD will provide:

1. Listing of covered vehicles (Exhibit D) by work order number, updated as necessary.
2. Repair orders and billing invoices must refer to the vehicles by their work order number.
3. PD preventative maintenance schedule (Schedule A)
4. Designated staff contacts.

A. Scheduling of Maintenance and Service Procedures

1. PD has designated the Fleet Supervisor as the Service Representative (SR). Although the garage will have contact with other Police Department staff, the SR is your primary contact with the PD.
2. The contracted garage shall identify a single individual by name to serve as the responsible contact for daily communication with the PD regarding vehicle scheduling and vehicle status update(s).
3. The SR will contact the designated garage representative between 7:30 a.m. and 5:00 p.m., weekdays to determine the status of vehicles and/or equipment being serviced. The garage contact should provide accurate and timely information to the SR on vehicle status including but not limited to:
 - What vehicles/equipment is ready by vehicle number.
 - What vehicles/equipment is being serviced/require repair.
 - Estimated completion of vehicles/equipment under repair.
 - Description of repairs and costs.
4. For other services besides preventative maintenance, the vehicle driver will deliver the vehicle to your facility, and provide a description of problem of the vehicle.
 - a. Contractor to contact SR for estimates and obtain authorization to proceed. For services estimated over \$500, Contractor must obtain SR approval.
5. After the service is completed:
 - a. Complete Vehicle Service Order ready for SR or designee to sign.
 - b. Place service reminder label on the driver's side windshield stating the next maintenance Mileage and Date for routine preventative maintenance.
 - c. Contact SR or officer to provide time that vehicle is ready. If the SR or officer is not available, leave a voicemail message.
 - d. SR or designee will check work performed, sign off Service Order, and accept the keys from Contractor representative.

6. When repairs cannot be accomplished at your facility in the proposal, you must contact the SR for instructions. No repairs shall be made by non-authorized facilities without notification of the SR.
7. The City asks that you report to the SR any vehicle brought in for service or specific concern with problems caused by driver misuse.
8. The Contractor will be responsible for loss and damage to all City vehicles under its custody and/or control.

B. Preventive Maintenance

The PD will provide a listing of vehicles due for preventive maintenance service at the beginning of each month. Vehicles will be listed by work order number, the type of preventative maintenance the vehicle is to receive, and the week the vehicle is due for service. PD SR or designee will notify Contractor for specific dates the vehicle will be available for service.

The preventative maintenance services will be in accordance with the preventative maintenance schedule (Schedule A). Additionally:

1. If projected brake pad/shoe life is less than 1500 miles, contact the SR or designee for authorization to replace brake pads/shoes.
2. Turn-around time of 24 hours for preventive maintenance is expected.
3. When a prior appointment has been made for preventative maintenance, the turnaround time should be four (4) hours.

C. Non-Preventative Maintenance Service and Emergencies

1. Non-routine maintenance, other than emergencies, will be handled by appointment through the SR or designee. If a driver stops at your facility Monday through Friday between 7:30 a.m. and 5:00 p.m. requesting service without prior notification to you from the PD, call the SR/designee for instructions.
2. After Contractor hours, if a vehicle has a breakdown or is involved in an accident and must be towed, the driver has been instructed to have the vehicle towed to your facility. The operator will then provide their own transportation. You may, therefore, encounter a disabled vehicle that has been towed to your facility during non-working hours. In such a situation, you will be notified and someone from your garage must accept the vehicle for proper storage, you shall notify the SR or designee for instructions.
3. There may be times when the SR calls early in the day with a specific set of instructions, and later in the day changes them; or, another staff member will call to change them if the SR is not available. The last set of instructions will prevail.
4. Turn-around time of 24 hours for non-preventative maintenance service is expected unless otherwise approved by SR.

**EXHIBIT C
PROPOSAL FORMS**

I. MANAGEMENT INFORMATION

Proposers must have prior successful experience performing maintenance and repair services on automobiles, must be licensed to conduct business in the State of New Mexico, and must possess all permits, licenses, certifications (ASE), approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.

1. SHOP PROFILE RESPONSIBILITY

SHOP NAME: _____

NAME OF SHOP OWNER(S) _____

SHOP ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

NUMBER OF YEARS IN BUSINESS: _____

NUMBER OF YEARS IN BUSINESS AT THIS LOCATION: _____

2. PROXIMITY TO POLICE DEPT. _____ MILES.

3. NAME OF SHOP MANAGER(S): _____

State the duties and qualifications of shop manager(s)

4. ASSIGNED CONTACT/SERVICE REPRESENTATIVE:

Name: _____

Title/Duties: _____

Qualifications: _____

Years with Contractor: _____

Phone Numbers: Work: _____ Pager: _____

5. Emergency Contact (365 days/year; 24 hours): _____

6. Operating Hours – The Contractor shall be currently operating out of a commercial facility, which is open and accessible to PD personnel, without prior notice during normal business hours. Facilities shall be available for vehicle service between the hours of 8:00am and 5:00pm, Monday through Friday (excluding holidays). Please state hours that your facility is open for maintenance service.

Monday	_____	a.m.	to	_____	p.m.
Tuesday	_____	a.m.	to	_____	p.m.
Wednesday	_____	a.m.	to	_____	p.m.
Thursday	_____	a.m.	to	_____	p.m.
Friday	_____	a.m.	to	_____	p.m.
Saturday	_____	a.m.	to	_____	p.m.
Sunday	_____	a.m.	to	_____	p.m.

7. Please provide an experience/qualification profile for each member of your **technical staff** to include the following information. Attach additional sheets if needed.

<u>Name</u>	<u>Job Title/Years in Job</u>	<u>Years with Contractor</u>	<u>Job-Related Training/ Cert./Date</u>

8. Given the size and composition of your current staffing, will it be necessary for you to increase staffing to meet requirements of this contract? (Explain)

9. Please describe your hiring and continued education/training requirements for mechanics?

II. REFERENCES

1. Describe your shop's experience providing vehicle maintenance services including the number of years in business, and type of services provided.
2. Please provide 3 commercial client references, their size of fleet by vehicle type, years of contract relation, type and frequency of the service provided. Please identify the contact person and phone number for each. Use additional sheets if necessary.

Company Name _____
Company Address _____ Company Phone _____
Contact Person _____ Fleet Size/Type _____
Years of Contract _____ Frequency of Service _____

Company Name _____
Company Address _____ Company Phone _____
Contact Person _____ Fleet Size/Type _____
Years of Contract _____ Frequency of Service _____

Company Name _____
Company Address _____ Company Phone _____
Contact Person _____ Fleet Size/Type _____
Years of Contract _____ Frequency of Service _____

3. Approximately what percent of your shop work is currently derived from fleet business? _____%

4. Has your shop ever been a subject of Better Business Bureau action? Yes No

Describe:

5. Are you currently or have you ever previously contracted with a municipality to provide vehicle maintenance service? Yes No

Describe:

6. Are you currently or have you ever previously provided repair services to other government entities? Yes No

If yes, please list the entity names, contract person and phone number:

7. Briefly describe your interest in servicing the City's fleet and what factors make you the best candidate in your opinion. (Include here any information or materials that you want the City to take into consideration while evaluating your ability to perform this contract.)

III. SUPPLEMENTAL QUESTIONNAIRE

1. PD drivers are usually in a hurry and need to return to work. Their expectation is to be acknowledged and served promptly, courteously and competently. How will you do this?

2. What procedures are followed to ensure successful completion of service work prior to the vehicle being released to the customer?

3. PD requires the Contractor to designate one person from the shop to work with the PD representatives and communicate vehicle repair status and scheduling on a routine basis. Please identify this position and the qualifications you will establish for this position.

4. The PD expects 24 hours turnaround time for preventive and for routing repair services. Can you meet this standard and provide quality repair work? Yes [] No []

5. Please specify whether OEM or after-market parts will be use for repairs? If after-market parts will be used, please explain under what circumstances(s). *Please be aware the City requires use of OEM parts for all services unless specifying herein or otherwise approved by SR prior to repair for all services.*

6. List days and hours of shop operations and after-hour emergency services availability.

7. Describe the availability of secured parking for vehicles in for repairs.

IV. FACILITY DESCRIPTION

1. How many bays are available for vehicles?
2. Indicate the number and type of vehicle lifts in the shop

Describe the diagnostic and service equipment currently used. List equipment by function, make, model and year.

Equipment/Function	Make	Model	Age
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3. Describe what provisions and procedures you have in place to dispose of hazardous substances, oils, coolants, etc.
4. Do you have a certified emissions specialist on staff? Yes No
5. Do you have an electrical systems specialist on staff? Yes No
6. Describe any experience that you have in servicing/maintaining lift-equipped vehicles.

7. The PD requires the Contractor to coordinate warranty work. Please describe how you would perform that and which dealership / service departments you will use for Chevrolet, Ford, GMC, and Dodge etc.

Please provide name of dealership, shop location and phone number.

8. Can you perform emergency roadside service as required? Yes No

All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case by case basis. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals. Service reminder stickers are required with each service.

Proposers must state the UNIT PRICE separately for each item and extend the total. Unit prices shall include all packing charges. Unit prices will be used as a basis for awards when an error in extending total amounts occurs. Proposers who restrict offers to the basis of "Lots" or "All or None" must clearly indicate such restriction in writing in the offer.

The City is required to pay New Mexico State Sales or Use Taxes for most goods and services. The City is exempt from Federal Excise and transportation taxes. Taxes shall NOT be included in the bid prices. Applicable taxes will be applied to labor only.

COMPANY	DELIVERY GUARANTEED	DAYS AFTER ORDER	
ADDRESS	PROMPT PAYMENT DISCOUNT TERMS:		
CITY	STATE	ZIP CODE	PHONE
AUTHORIZED REPRESENTATIVE (<i>Print</i>)	TITLE	SIGNATURE	

Proposals signed by an agent are to be accompanied by evidence of their authority.

COST AND CONDITIONS

Services/Costs	Passenger Veh & Light Trucks ATV (gasoline)		4x4 Trucks and Utility Vehicles (diesel)		Police Patrol Vehicles (gasoline)	
	Labor Hr	Material Cost	Labor Hr	Material Cost	Labor Hr	Material Cost
Scheduled Preventive Maintenance:						
Service A: 4 months or 4000 miles Service						
Service B: 8 months or 8000 miles Service						
Service C: 12 months or 12000 miles Service						
Cost of Hourly Labor Rate (not included in Service A,B,C)	\$	-	\$	-	\$	-
Replacement Dealer Parts (not included in Service A,B,C)		%		%		%
Replacement None Dealer Parts (not included in Service A,B,C)		%		%		%

Conditions:

1. Prices for the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the initial period of the contract (one year).
3. All repair parts are to be OEM or equivalent. Exceptions will be individually considered on a case- by-case basis. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals.
4. For police patrol vehicles, all parts are to be OEM. Heavy Duty Police Pursuit Vehicles parts.
5. Service reminder stickers are required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be repair time, not factory time.
7. Unless otherwise specified and/or agreed to, a standard 120-day or 4000 mile warranty will be required on all labor and materials.

Exhibit D

**City of Las Vegas
Police Department Vehicles**

YEAR	MODEL	MAKE
1974	Nova	Chevy
1984	Silverado 2500	Chevy
1992	Truck	Nissan
1995	Grand Prix	Pontiac
1995	Silverado	Chevy
1996	Van	Dodge
99-2008	Crown Vic	Ford
2000-2004	Blazer	Chevy
2001	Polaris Scrambler	
2001	F150 truck	Ford
2003	Blazer	Chevy
2003	Impala	Chevy
2004	F150 truck	Ford
2007	Expedition	Ford
2007	Escape	Ford
2009	Charger	Dodge
2010	Suburban	Chevy
2010	Charger	Dodge
2011	Impala	Chevy
2012	Polaris Sportsman	
2013	Interceptor Taurus	Ford
2016	Fusion	Ford
2017	Fusion	Ford