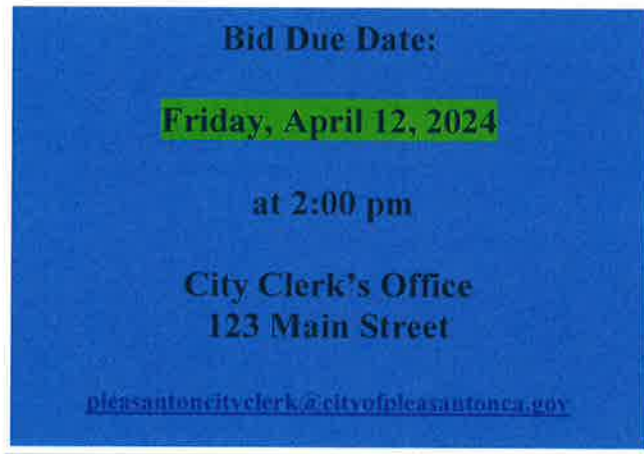


PUBLIC WORKS DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFP) #PWD-24-404

**“AS NEEDED SERVICES FOR
FLEET MAINTENANCE SERVICES FOR REPAIRS/OUTFITTING”**



BID MAY BE DISQUALIFIED IF BID PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

APPROVED

A handwritten signature in blue ink that reads "Adam Nelkie".

Adam Nelkie
Acting Director of Public Works

I. INTRODUCTION

The City is seeking qualifications from experienced licensed contractors to perform vehicle and equipment outfitting and repairs including parts, labor, and software associated with subscriptions for Public Safety Vehicles. Response time is critical and must be performed in a timely manner for public safety concerns, to ensure our emergency response team has the vehicles and equipment readily available. We encourage your company to submit a proposal(s) based on the categories outlined below. You are invited to bid on any of the services, separated by categories, which your company is qualified to perform. The City will be awarding several contracts in each category to effectively maintain community infrastructure for three (3) years beginning July 1, 2024. By mutual agreement both parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement.

The Public Works Department, Vehicle & Equipment Maintenance division, has 5 full-time employees and one temporary employee that maintains over 300 vehicles and 100 pieces of equipment that help support the various department’s operations. Responsibilities include maintenance, repair, procurement, surplus, CARB compliance, Basic Terminal Inspection and DMV registration for all City-owned and leased vehicles and equipment.

FLEET MAINTENANCE SERVICES FOR REPAIRS & OUTFITTING

The City is looking for support in the following category:

- OUTFITTING SERVICES – for public Safety vehicles & equipment, plus repairs & install

II. SUBMITTAL PROCESS

Bid Proposals will be received by the City of Pleasanton City Clerk’s office of the:

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By mail to City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk’s Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov

Deadline: Friday, April 12, 2024

Please reference the Title and Project Number for all Submittals

**“As Needed Services for Fleet Maintenance Services & Outfitting”
Project No. PWD 24-404**

Qualifications and Bid proposals shall include completed Bid Response Package with the following: Contractor Information, Work Experience, Scope of Services with Rate Sheet, and any Additional Information deemed relevant by the Contractor.

III. PROCURMENT SCHEDULE

Invitation for Bids:	March 18, 2024
Bids Due:	April 12, 2024
Bid review Period:	April 15 – April 19, 2024
Presented to City Council	May 21, 2024
Begin Services:	July 1, 2024

IV. SELECTION PROCESS

It is the City’s intention to qualify multiple contractors in each category to perform potential as-needed services and emergency services. Selection shall be based on the most qualified contractors in terms of work experience, list of references, as well as offering the most competitive rates.

Any additional information deemed necessary by your company to assist the City in the selection process including any special provisions or specifications that the contractor brings to the bid process and actual services may be submitted.

Bids received after the time established for receiving bids will not be considered.

The City reserves the right to reject any or all bids and to determine which bid is, in the City's judgment, the lowest responsive and responsible bid of a Bidder or group of Bidders. The City also reserves the right to waive any inconsequential omissions or discrepancies in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the Bidder and claims for reimbursement will not be accepted by the City.

For questions, please contact Daniel Villasenor, Management Analyst, Public Works Department at dvillasenor@cityofpleasantonca.gov

V. AGREEMENT TERMS

The term of this agreement commences on July 1, 2024 and expires three years from that date. The parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement. The rates shall remain firm during the first-year of the Agreement. For the second or subsequent years of the Agreement, the cost of each one-year term may increase only by the change in the consumer price index for the San Francisco-Oakland-San Jose Metropolitan Area (all items index; all urban consumers) for the twelve-month period ending in May each year as published by the Bureau of Labor Statistics, U.S. Department of Labor. It is the sole responsibility of the contractor to provide the City with their new calculated rate sheet(s).

Within ten days of being notified by the City, Contractor shall submit to the City:

- A signed copy of the City's standard Maintenance and Trade Services Agreement
- Certificates of Insurance, with Endorsement letter naming the City as additional insurer
- Evidence of a current business license to conduct business in the City of Pleasanton
- Completed W-9 Form for all new contractors

VI. SPECIAL PROVISIONS & REQUIREMENTS

Insurance: Contractor and Sub-contractors must provide and maintain in full force for the duration of the Agreement General Liability and Bodily Injury Insurance, Automobile Insurance, Worker's Compensation Insurance and Certificates of Insurance with a supporting endorsement letter according to Agreement (**Attachment II**).

Rate Sheet (Exhibit A): The agreement will have a specified not to exceed amount on an annual basis. Rate Compensation for services rendered will be on a time and material basis or a designated measure based upon each contractor's provided rate schedule, which shall include regular time, overtime, and emergency call outs. No work shall be performed unless approved by the City's designated project manager. Rate sheets must be updated at the beginning of each fiscal year with the Management Analyst.

Reserved Rights: City retains the right to award a job to another contractor, to use City forces, or not to do the job at all. No work shall be performed without being approved by the City's designated Project Manager. There is no Maximum nor Minimum amount guaranteed for each individual Agreement.

Payments: Invoices submitted to the City for payment must include description of work performed, location of work performed, number of personnel used, time spent by personnel, type of equipment used, time equipment used, and materials furnished. Back-up materials (invoices, receipts) must be furnished, and markup must be provided on invoice. Rates included on the invoice must match the Rate Sheet on file with this Agreement. If a receipt is not available, then Contractor will need to provide a similar quoted price from the third-party vendor or supplier.

Task Authorization: When services are estimated to be over \$60,000, Contractor will submit a written estimate detailing the cost to perform the requested work or services, the City will then issue a Task Authorization letter as a guide for reimbursement once the scheduled work is completed and to the satisfaction of the City. If authorized work exceeds the initial estimate or City requests additional services, Contractor is to notify the City of the additional cost and the City will provide an amended Task Authorization. No work shall be performed unless approved by the City's designated project manager.

Project Manager: Designated City representative or Project Manager will determine satisfactory work performance. Contractors will clean facilities, stations, roadways, and any other areas littered or soiled by their maintenance/repair operations and/or equipment.

Travel Time: The City will not pay travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Labor Nondiscrimination: The awarded Contractor shall comply with the requirements of the State of California’s Standard Specification Code Section 7-1.01A(4) “Labor Nondiscrimination” under this contract.

Warranty: All installations shall be guaranteed for a period of two (2) years against defects in material and/or workmanship from the date of installation as indicated on the invoice for that vehicle. Warranty repairs will be done at the vendor facilities. All warranty issues shall be addressed within 48 hours of notification of warranty work pending.

EXHIBITS/ATTACHMENTS:

ATTACHMENT I – BID RESPONSE PACKAGE

EXHIBIT A – SCOPE OF SERVICES/RATE SHEETS

ATTACHMENT II – SAMPLE OF AGREEMENT

ATTACHMENT I – BID RESPONSE PACKAGE

BID SUBMITTALS

Contractors must complete each Scope of Services/Rate Sheet form in its entirety to be considered for each type of work you are bidding on. With multiple services being offered and the City will be accepting multiple Contractors for each specific service, a Contractor may submit as many rate sheets as they are qualified and interested in performing for the City.

Submitted bid shall contain the following:

- CONTRACTOR INFORMATION:** name, address, year established, former names (if applicable), applicable licenses, contacts and signatures of principals of company.
- WORK EXPERIENCE/REFERENCES:** 3 references for work or services that have been completed by your company in the last three years within the Bay Area or San Joaquin Valley.
- SCOPE OF SERVICES/RATE SHEET (EXHIBIT A):** a completed section for each of the scope of services for which the contractor is bidding including name, signature, and billable items within the rate sheet. Note: This invitation attempts to use proper trade names for each service. Bidding contractors are required to add, delete or correct in “**Labor**” and “**Equipment**” category tables. If applicable Contractor may supply their own customized rate sheet, which will be attached to existing scope of services.
- ADDITIONAL INFO:** Any additional information deemed necessary or relevant by your company to assist the City in the selection process including any special project provisions or specifications that the contractor brings to the bid process.

IMPORTANT NOTICE: If contractor or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of the president and secretary thereof; if a partnership, give name of the company, also names of individuals co-partners composing company; if contractor or other interested person is an individual, give first and last names in full.

CONTRACTOR INFORMATION
(Required)

CONTRACTOR: (Company Name)		Year Est.:
BUSINESS ADDRESS:		
WEBSITE:		
APPLICABLE LICENSE(S) #:		
SUBMITTED BY:	Name: Title:	
TELEPHONE:	Office: Cell:	
EMAIL:	Email: Email:	

SIGNATURE: _____ DATE: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.

WORK EXPERIENCE/REFERENCES
(Required)

Provide locations and contact information regarding three (3) projects or services that have been completed by your company in the last three (3) years within the Bay Area or San Joaquin Valley. Examples are to be of a similar type as the type of work you are bidding on and with a public agency. Please provide a list of references of (3) on a separate sheet of paper if different than the ones listed below.

PROJECT I

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT II

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT III

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

Contractor Name:

Signature: _____

EXHIBIT A FY 2024/25 – RATE SHEET

FLEET MAINTENANCE SERVICES FOR REPAIRS/OUTFITTING “OUTFITTING SERVICES – PUBLIC SAFETY”

SCOPE OF SERVICES

The City is requesting an experienced licensed contractor to perform “As Needed Services” related to vehicle and equipment outfitting and repairs including parts, labor, and software and associated subscriptions for Public Safety Vehicles.

All contractors’ employees shall comply with all Federal, State, and local laws and regulations governing the installation and testing to ensure that the vehicles meet all Public Safety Standards.

The following outline provides a scope of work for the City’s expectations regarding “as needed” vehicle outfitting and repairs:

1. Provide installation services of after-market emergency equipment and accessory installations of public safety vehicles.
2. All vehicle outfitting must comply with Department of Transportation, National Highway Traffic Safety Administration, California Vehicle Code, California Code of Regulations Title 13 and Title 49 Regulations and Standards.
3. Provide troubleshooting and repairs to vehicles, parts, and applicable software that is malfunctioning.
4. Equipment and repair services that will be typically requested, but not limited to, will be:
 - Emergency Lighting
 - Siren and Light Control Devices
 - External Communications Antennas
 - Vehicle Hardware (Push Bumper)
 - Investigative Data Platforms (Automatic license plate readers)
 - Storage systems
 - Weapon Control systems
 - Cages
 - Computer docking hardware
 - Electrical systems
 - Automatic Door releases
 - Communication Systems
 - License Plate Readers

PRICING

Prices will be in accordance with submitted bid prices by the vendor. Bids submitted shall include the (per hour) labor rate and percentage mark-up on all parts and equipment when required. Vendor invoices are subject to audit by the City of Pleasanton for pricing validation.

**"OUTFITTING SERVICES – PUBLIC SAFETY"
(continued)**

REQUIRED SERVICE

Vendor shall provide the following services as required:

- Install all designated items identified in the Bid Specifications into new vehicles.
- Inspect all transferred/installed equipment and accessories for functionality and proper operations.
- All installations shall be completed within five (5) business days, unless delays are previously made known and approved by the City Representative.

RATE SHEET

The cost quoted below shall include all labor costs, taxes and other charges (except for equipment list) and is the cost the City will pay for the term of any contract that is a result of this bid. Equipment list will include pre-tax costs only for bid purposes.

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Contractor's Labor Rates (Hourly)

Position Description	Hourly Rate	Emergency Hourly Rate
Laborer: <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other: <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Equipment List – Contractor shall provide an equipment list/price sheet: with the Category, Item/Part No., a description, and unit cost per each item in relation to parts that will be used for Public Safety - Vehicle Outfitting.

Materials/Rentals	Example	% Mark-Up
*Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Sub-Contractors	Invoicing must be demonstrated as a percentage. Example: Sub-Contractor Invoice for services \$10,000 + 10% (\$1,000) = \$11,000	%

***Special Notes: All receipts/invoices/price verification must be provided with these mark ups. Mark Ups will remain the same for the term of the Agreement.**

Contractor Name: _____

Signature: _____