



City of Moore
Request for Proposal #2024-008
Repair Parts On-Site Management Program

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Request for Proposals

Section A

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City of Moore
Request for Proposal #2024-008
Repair Parts On-Site Management Program

I. INTRODUCTION

The City of Moore is requesting proposals for the setup and operation of an on-site parts management program within the City of Moore's Fleet Maintenance facility. The city maintains a fleet of over 348 vehicles and pieces of equipment to include but not limited to: fire apparatus, police vehicles, refuse vehicles, sewer vehicles, dump trucks, excavation equipment, paving equipment, construction equipment, and general support equipment. Quantities of each type of vehicle and piece of equipment are provided in Enclosure 1 to this request. The prospective contractor must provide parts and services to the city during all hours of operation for all listed vehicles and equipment. In the event of emergencies, the prospective contractor must provide support as needed 24/7 for the maintenance operation. The successful contractor will be required to provide detailed itemized monthly billing invoices to the city. At the point of sale, the contractor will be required to enter all consumed materials into the existing fleet maintenance program to include any service-related costs of repair parts. Proof of sale receipts must be maintained by the successful contractor. A process must be established for the reconciliation of the fleet maintenance program and the monthly bill by the successful contractor.

II. MAJOR ITEMS OF WORK INCLUDE:

- Setup and operate a point-of-sale repair parts and services operation within an area provided by the City of Moore Fleet Maintenance Division.
- Inventory and purchase repair parts currently owned by the City of Moore that are in the custody of the City's Fleet Maintenance Division.
- Staff, operate, maintain, and bill point of sale repair parts and services within the City's Fleet Maintenance facility.
- Provide and maintain staffing level during the maintenance shop operating hours that will be the sole responsibility of the contractor to include but not limited to all pay and allowances, insurance, and workers compensation for staff.
- Provide 24/7 operations in emergencies.
- Maintain accountability and input data to the existing maintenance and repair software program.
- Provide detailed reports as needed for all aspects of the repair parts operation to the fleet maintenance supervisor.
- Present detailed monthly invoice for parts and services.
- Maintain part warranty information.
- Credit for incorrect parts, damaged parts, and warrantied parts must be issued immediately.

III. SUBMITTALS

Each proposal shall include, but is not limited to, the following information. Please fill out or use the attached Questionnaire/Checklist Form.

Section 1 – Organization / Contact Information

The organization interested in operating the Repair Parts On-Site Program should provide the name of the organization, names of individuals associated with the proposal, their title(s), mailing address, phone number, and email address.

Section 2 – Organizational Structure

The organization should provide organizational structure and project overview.

This includes information such as:

- Organizational Leadership – Board/Organizational chart
- Provide Mission Statement
- 2 years of Annual Financial Reports (If any)
- Any other information that would be helpful in determining the qualifications, organizational skills, and resources of the applicants.

Section 3 Program Fees and Costs

- Provide the city with an estimated operational and administrative cost per month
- Provide an estimated cost of any overhead fees related to the program

Section 4 Experience

Provide any prior experience in operating and/or managing a repair parts on-site program including any references.

IV. PROJECT STRUCTURE

Upon award of a contract, the prospective contractor will purchase all currently stocked items at a fair market value price agreed upon by both parties after completion of a joint inventory within 30 days. The prospective contractor will use designated existing parts storage areas and shelving assigned to the Equipment Maintenance facility. The prospective contractor will be responsible for any additional shelving and storage requirements as necessary; but must provide the city with a detailed list of company owned shelving and equipment provided at their expense. The city will provide all utilities required for the operation. All Information Technology (IT) infrastructure needed for the operation will be the sole responsibility of the prospective contractor except for access to the existing maintenance program for accounting purposes. All required office furniture for the operation will be the responsibility of the prospective contractor. All security required for the operation will be the responsibility of the prospective contractor. Any modifications to existing facility infrastructure will be the sole

responsibility of the prospective contractor but must be agreed upon and approved by the city.

V. GENERAL REQUIREMENTS

- Failure to provide any part of these requirements with the proposal will result in the proposal to be deemed non-responsive.
- Contractors proposing a contract shall, as a minimum requirement, have operated or are currently operating two (2) on-site repair parts operations for public fleets within the State of Oklahoma, with similar vehicles and equipment as provided at Enclosure 1 for the past two (2) years. Proof of those operations must be provided as part of the proposal.
- Contractors submitting a proposal must provide a written operational plan outlining all concepts of services to be provided to include but not limited to: all pricing structure and total repair part markup costs, service costs, operational costs, and any associated overhead costs that will be billed to the city for an entire total monthly cost to the city for the contract.
- Contractors submitting a proposal will provide a detailed list of the initial startup costs associated with the operation that will be billed to the city.
- Contractors submitting a proposal must provide proof of part demand fill rates for similar fleet operations.
- On-site visits are both encouraged and supported. Appointments for on-site visits must be requested and approved through the Fleet Maintenance Superintendent, Andy Ball, by phone at the following number: 405-793-5076 or email at: aball@cityofmoore.com

VI. BRIEF PROJECT DESCRIPTION

The successful proposer will set up and operate an onsite repair part and inventory services program for the City's Fleet Maintenance facility within ninety (90) days of contract initiation. A period agreed upon by both parties of the contract will be allowed for normalization of demand fulfillment rates for the operation. However, the data will be compiled and presented from the beginning of the program start date to track progress. Parts requests will be submitted in writing to the operations manager of the parts department for fulfillment of the parts request. The procurement of parts will be the sole responsibility of the parts manager but may be discussed with the city's management staff depending on the criticality of the request. Upon fulfillment of a parts request, parts will be issued to the requester by obtaining a signature and date from the requester. All issued parts will be downloaded to the provided maintenance program by the parts manager at the point of sale. Any requested auditing reports or documents will be provided by the parts manager to the maintenance superintendent, or his designated representative as needed. A monthly itemized bill for parts and services will be presented to the maintenance superintendent to be processed for payment upon verification of accuracy. All inventory will be the sole responsibility of the parts contractor or their designated representative until the point of sale as indicated by the signature and date of the requesting party. Part fulfillment rates will be tracked on a weekly basis

and a method to provide that data will be required. A method for providing reasons for part delays and expected part delivery dates must be provided in real time.

VII. PROVIDED BY CITY OF MOORE

The following items and/or services shall be provided by the City of Moore:

- Existing storage areas, shelving and office space for the repair parts operation.
- Utilities for the operation, i.e. lights, electricity, and telephone.
- Computer and access to the city network for data input to the equipment maintenance software.
- An electronic detailed list of active supported vehicles and equipment is available upon email request: dbothell@cityofmoore.com
- An electronic detailed inventory list with part numbers, current pricing and on hand quantities is available upon email request: dbrothell@cityofmoore.com

VIII. INDEMNITY AND INSURANCE

Prior to being awarded a contract the successful respondent must provide acceptable proof of insurance to the City of Moore, showing the City as an additional insurer without cost to the City.

General Liability: The bidder/vendor shall procure and maintain in full force and effect, for the term of the contract, a policy or policies under a comprehensive form as required by state law. In addition, the bidder/vendor shall have, during the term of the contract, insurance in the minimum amount of twenty-five thousand dollars (\$25,000.00) property damages, arising from a single occurrence, one hundred thousand dollars (\$100,000.00) for personal injuries arising from a single occurrence, and one million dollars (\$1,000,000.00) for any number of claims arising out of a single occurrence or accident. This policy or policies shall hold harmless and indemnify the City of Moore, its departments, boards, commissions, agencies, institutions and all employees of the aforementioned City. A current certificate showing that the bidder/vendor has in force and affect such insurance shall be maintained on file with the City of Moore.

Automobile Liability: The bidder/vendor shall procure and maintain in full force and effect, for the term of the contract, vehicle liability coverage in the amounts specified in subparagraph a) of this section. If higher coverage is required by any regulatory entity with oversight of the bidder/vendor's business, the City Code, or other authority, then proof of the higher coverage must be provided. This policy or policies shall hold harmless and indemnify the City of Moore, its departments, boards, commissions, agencies, institutions and all employees of the aforementioned City. A current certificate showing that the bidder/vendor has in force and affect such insurance shall be maintained on file with the City of Moore.

Worker's Compensation: The bidder/vendor shall procure and maintain in full force and effect for the period of the contract, full workers' compensation insurance in accordance with the laws of the State of Oklahoma to protect itself and the City of Moore against liability under the workers' compensation and occupational disease statutes of the State of Oklahoma. A current certificate showing that the bidder/vendor has in force and affects the aforesaid insurance or a current certificate showing exemption from the requirement shall be maintained on file with the City of Moore.

The successful respondent shall maintain such referenced insurance during the life of the any negotiated agreement. No modification or change to these specifications shall be made without the City's approval.

IX. Contract Term

Services will be contracted for one year with possible renewal for up to four additional one-year periods. The right is reserved to reject any or all proposals, to waive informalities, and to award contract or contracts, which, in the opinion of the City of Moore, appear to be in its best interest. The right is reserved to hold any or all Proposals for a period of sixty (60) days from the due date thereof.

The sole objective of the City of Moore Fleet Maintenance Department will be to select and recommend the Repair Parts On-Site Program that presents the best overall program to the City of Moore.

An annual user agreement for the Repair Parts On-Site Program will be awarded (with City Council approval) based on the recommendation of the City of Moore Staff.

X. Best and Final Offer

The City reserves the right to request the best and final offer from any or all organizations. The City reserves the right to reject any or all proposals, with or without cause, re-issue the RFP, or proceed in any manner determined to be in the best interest of the City. The successful respondent shall indemnify, hold harmless and defend the City, and their respective agents, servants, and employees from and against any claim, demand or cause of action of whatsoever kind or nature arising out of error, omission or negligent act of respondent, its agents, servants or employees in its performance of services under any negotiated agreement with the City.

City of Moore, Request for Proposal #2024-008
Repair Parts On-Site Management Program
Submittal Requirements with Timelines/Deadlines

Proposal Title: RFP #2024-008 “Repair Parts On-site Management Program”

Proposals Due: 02/28/2024 @ 02:00 PM (Local Time) @ Moore City Hall

Proposals for the service specified will be received by the City of Moore before the date and time indicated above.

Please submit one (1) original proposal and three (3) copies of the proposal in hard copy form only.

Proposals should be submitted in person to:

**Barbara Furgiani
Purchasing at City Hall
301 N. Broadway
Moore, OK 73160
(405) 793-5000**

**Deadline for proposals submission is 02/28/2024 @ 2:00 PM (Local Time)
No Digital submission will be accepted.**

Please label – Proposal – RFP#2024-008 “Repair Parts On-site Management Program”.

Late submissions will not be considered. Proposals received after the deadline will not be considered for the award of the agreement and will be returned unopened. Proposals must be submitted with the label as described above, and the respondent’s name and address clearly indicated on the front of the envelope. Additional instructions for preparing a proposal are provided within. The city of Moore appreciates your time and effort in preparing a proposal.

Written requests for clarification concerning the meaning or interpretations of this RFP will be received five (5) business days prior to the submittal date. No interpretation made to any respondent as to the meaning of the RFP shall be binding on the City of Moore unless repeated in writing and distributed as an addendum by the City of Moore municipality. Note: Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration.

Questions about the RFP:

Andy Ball, Fleet Maintenance Superintendent; aball@cityofmoore.com; 405-793-5076

Or

Dennis Bothell, Public Works Consultant; dbothell@cityofmoore.com; 580-917-6016

Or

Barbara Furgiani, Purchasing Agent; bfurgiani@cityofmoore.com; 405-793-5000

Or

Jerry Ihler, Assistant City Manager; jihler@cityofmoore.com; 405-793-5200

RFP#2024-008 Questionnaire / Checklist Form

It is REQUIRED to fill in all blanks and provide all requested documentation.

Section 1 – Organization / Contact Information

Name of Organization: _____

Name of Person Submitting the Proposal: _____

Name: _____

Phone Number: _____

Mailing Address: _____

Email: _____

Section 2 Organizational Structure:

Submit a copy of the Provider’s Organizational Chart or Structure. If one has not been created yet, show the proposed structure of your organization.

Section 3 Program Fees and Costs

Provide the city with an estimated operational and administrative cost per month.

Provide an estimated cost of repair parts such as Cost plus 10%, Cost plus 5%, or tiered costs based on part type, i.e. Major Assemblies, Electrical components, Service Parts, Etc.

Provide an estimated cost of any overhead fees related to the program.

Provide an example of a monthly invoice showing all fees and program costs.

Provide all standardize reports (If any) that will be provided with report schedules.

Provide any and all other pertinent costs that may be incurred by the repair parts program.

Section 4 Experience.

Please provide any prior experience in operating and/or managing a city fleet On-Site Repair Parts Program. (If any)

Type and Quantities of Supported Vehicles and Equipment

**Section B
Enclosure 1**

Type and Quantities of Supported Vehicles and Equipment

Type Vehicle	Quantity
All-Terrain Vehicle, Standard Bed	6
All-Terrain Vehicle, with Sprayer	2
Auto, Compact, 2-Door	1
Auto, Compact, 4-Door	6
Auto, Compact, 4-Door Detective	17
Auto, Full Size, 4 Door Police Patrol	11
Backhoe, with Loader	4
Blade, Push	1
Blade, Push, Power Angle	1
Bus. Metro, 10-19 Passenger	1
Chain Saw	1
Excavator	2
Fan, Exhaust Fire	1
Farm Tractor	3
Fire Truck, Aerial Ladder Platform, 90-99 feet (27.43 - 30.18 meters)	1
Fire Truck, Equipment, with Rescue Air Pump	1
Fire Truck, Ladder, 70-79 feet (21.34 - 24.08 meters)	1
Fire Truck, Light Attack, with Foam Generator	4
Fire Truck, Pumper	5
Fuel Tank, Truck-Mounted	1
Generator, Trailer-Mount	1
Industrial Farm Tractor	2
Loader, Skid Steer	3
Motorcycle, Police	3
Mower, Deck Ridding Z Turn	23
Mower, Deck, Pull-Behind	1
Mower, Deck, Riding	1
Mower, Utility Tractor, Slope Mower	7
Mower, Wide Area	6
Pump, Hydraulic Tools	2
Roller, Vibrating	1
Spreader, Salt	4
Trailer, Drop Deck	1
Trailer, Enclosed Double Axle	4
Trailer, Flat Bed	10
Trailer, Gooseneck	3
Trailer, Implement Transport	7
Trailer, Lighting Unit, Portable	2
Trailer, Mobile Command Center	1
Trailer, Mobile Workshop	1
Trailer, Radar Speed Display	1

Type and Quantities of Supported Vehicles and Equipment

Trailer, Tar Pot	1
Trailer, Utility Body	1
Truck, Armored Assault	1
Truck, Asphalt Patching	2
Truck, Catch Basin, Vacuum Jet	3
Truck, Command Center	2
Truck, Compactor, Rear Loading	1
Truck, Compactor, Side Loading	10
Truck, Dump, 10-11 cubic yard (7.65 - 8.41 cubic meters)	2
Truck, Dump, 6-7 cubic yard (4.59 - 5.35 cubic meters)	3
Truck, Dump, 8-9 cubic yard (6.12 - 6.88 cubic meters)	2
Truck, Electrical Service, with Overhead Service Bucket, Crew Cab	1
Truck, HAZMAT	1
Truck, Pickup, 1 ton (907.19 kilograms)	1
Truck, Pickup, 1 Ton, Animal Transport Ext Cab	3
Truck, Pickup, 1 ton, Crew Cab (907.19 kilograms)	3
Truck, Pickup, 1 ton, Extended Cab (907.19 kilograms)	4
Truck, Pickup, 1 ton, Flat Bed (907.19 kilograms)	1
Truck, Pickup, 1 ton, Utility Body (907.19 kilograms)	2
Truck, Pickup, 1 ton, Utility Body, Extended Cab (907.19 kilograms)	1
Truck, Pickup, 1/2 ton (453.59 kilograms)	1
Truck, Pickup, 1/2 ton, Crew Cab (453.59 kilograms)	10
Truck, Pickup, 1/2 ton, Extended Cab (453.59 kilograms)	2
Truck, Pickup, 1/4 ton (226.80 kilograms)	2
Truck, Pickup, 1-1/2 ton, Dump, Crew Cab (1360.78 kilograms)	1
Truck, Pickup, 1-1/2 ton, Flat Bed (860.78 kilograms)	1
Truck, Pickup, 3/4 ton (680.39 kilograms)	13
Truck, Pickup, 3/4 Ton, Animal Transport Ext Cab	2
Truck, Pickup, 3/4 ton, Crew Cab (680.39 kilograms)	8
Truck, Pickup, 3/4 ton, Extended Cab (680.39 kilograms)	3
Truck, Pickup, 3/4 ton, Flat Bed (680.39 kilograms)	2
Truck, Pickup, 3/4 ton, Flat Bed, Extended Cab (680.39 kilograms)	1
Truck, Pickup, 3/4 ton, Utility Body (680.39 kilograms)	1
Truck, Pickup, 3/4 ton, Utility Body, Extended Cab (680.39 kilograms)	1
Truck, Road Service, Crew Cab	1
Truck, Rodder	1
Truck, Sport Utility, 1/2 Ton, 4 Door Fire	4
Truck, Sport Utility, 1/2 Ton, 4 Door Police	72
Truck, Sport Utility, 1/2 ton, 4-Door (453.59 kilograms)	3
Truck, Sport Utility, 1/4 ton, 4-Door (226.80 kilograms)	8
Truck, Sweeper, Sewer Vacuum	1
Truck, Sweeper, Street, Dual Driver Controls	1

Type and Quantities of Supported Vehicles and Equipment

Truck, with Crane, 0-25 feet (0 - 7.62 meters)	4
Truck, with Crane, 26-35 feet (7.92 - 10.67 meters)	1
Van, 1 ton, Customized Passenger (907.19 kilograms)	1
Van, 1/2 ton, Mobile Workshop (453.59 kilograms)	2
Van, 1/4 ton, Utility Body (226.80 kilograms)	2
Grand Total	348