

Request for Proposal
To Provide On-Site Automotive Parts
Operation for the Department of Fleet Management



RFP No.: 0446

Proposal Receipt Date: September 16, 2022

Proposal Receipt Time: 3:30 P.M.

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70054

(504) 364-2678

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**REQUEST FOR PROPOSAL
FOR
ON-SITE AUTOMOTIVE PARTS OPERATION FOR THE DEPT. OF FLEET
MANAGEMENT**

1.1 Background

The Jefferson Parish Department of Fleet Management is responsible for the acquisition, repair, maintenance, and disposal of the Parish's equipment and vehicles. The mixture of equipment and vehicles is comprised of lawn equipment, automobiles, fire apparatus, street sweepers and other equipment used in the performance of the Parish's daily tasks. The department is composed of two central garages; the East Bank Garage is located at 4901 Jefferson Hwy. Suite A. Jefferson, LA 70121 and the West Bank Garage is located at 1501 River Park Rd. Bridge City, LA 70094. All maintenance and parts technicians are located at these two facilities.

Fleet Maintenance issues approximately forty (40) work orders per day with approximately three-line items each.

The Department has two (2) Typist Clerk III employees and an Administrative Assistant who devote most of their time to processing purchase orders. The Department also has an additional three (3) Typist Clerk III employees and the Executive Superintendent processing the invoices for the department.

The Department has two (2) Auto Line Superintendents and four (4) Auto Line Foreman who must contact vendors for quotes, create purchase orders for parts and match invoices.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing the Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives

The Department of Fleet Management desires to enter into an agreement with a firm which shall provide a more efficient procedure to acquire parts necessary for the repair and maintenance of the equipment in Jefferson Parish. By eliminating the need to

request parts via purchase orders, the department will be able to repair damaged equipment in a timely manner and will have the equipment into the field in good working condition at a faster pace. This will also eliminate the need for both of the Auto Line Superintendents and Auto Line Foreman to focus all of their attention to paperwork and free them to work hands on with Mechanics, Auto Line Mechanic Trainees, vendors and various other Parish employees.

1.4 Proposer Minimum Requirements

- A. Evidence of five (5) years of operating experience as an on-site parts supplier in comparable places which services various pieces of mechanical equipment in order to satisfy all of the requirements as outlined herein Section 2.1 under Scope of Work/Services
- B. Possession of all required permits, licenses and insurance
 - a. Contractor must have and provide a valid business license registered with Jefferson Parish

Additional Proposer Requirements

Proposer must be experienced at providing systems similar in nature and complexity to the project outlined in this Request for Proposal and meet the following:

- A. Be a franchised dealer and service facility for the major manufacturer's products furnished under this contract.
- B. Maintain a fully staffed and equipped service facility.

Warranties:

The proposer shall provide a complete inventory of equipment installed, including description, manufacturer, model, and serial number, and submit any manufacturer's warranty or registration forms. If the manufacturer's warranty is longer than one year; such warranty shall be provided to the Parish. The proposer shall warrant all equipment to be free of defects in materials and workmanship for one year from the date of substantial completion of the project. For any failures within the warranty period, provide answers to service calls and requests for information within a 24-hour period and repair or replace any faulty item within a 24-hour period without charge, including parts and labor.

- A. Proposer Requirements: Proposer must be experienced at providing systems similar in nature and complexity to the project outlined in this Request for Proposal; and meet the following:

- B. Be a franchised dealer and service facility for the major manufacturer's products furnished under this contract.
- C. Maintain a fully staffed and equipped service facility.

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses and telephone numbers for each reference shall be included.

The proposer may not satisfy the Proposer Qualifications through the use of a subcontractor.

1.5 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ www.jeffparishbids.net	8/17/2022	
B. Pre-Proposal Conference (if required)	N/A	
C. Deadline to receive written inquiries	9/06/2022	4:30 P.M.
D. Proposal Receipt Date and Time	9/16/2022	3:30 P.M.
E. RFP Evaluation Committee Meeting		To be scheduled

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website.

F. Council Selection via resolution	To be scheduled
G. Contract Ratification via resolution	To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of electronic envelope, with the following information and format:

- **Proposal Name: On-Site Parts Department and Supplier**
- **Proposal No. 0446**
- **Proposal Receipt Date and Time: September 16, 2022 at 3:30 PM**

Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding. Central Bidding can be accessed by visiting either www.jeffparishbids.net or www.centralbidding.com. Registration is required and free for Jefferson Parish proposers by accessing the following link: www.centralauctionhouse.com/registration.php.

Proposer is solely responsible for the **timely submission** of its proposal. Late proposals will not be accepted.

Price proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as “**Pricing Attachments**”. Price proposals will remain sealed and shall not be read until the completion of the scoring of the technical evaluation during the RFP Evaluation Committee meeting. Once read, the price proposals will be evaluated and scored in accordance with section 1.31. Price proposals shall be worth twenty-five percent (25%) of the total price points assigned.

Proposals shall not be opened publicly. RFP Evaluation Committee Meetings are opened to the public for the evaluation of submitted proposals.

1.7 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** Containing summary of proposer’s ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized

agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website. Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications
- D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
 - i. Evidence of five (5) years of operating experience as an on-site parts department and supplier in comparable places which services various pieces of mechanical equipment in order to satisfy all of the requirements as outlined herein Section 2.1 under Scope of Work/Services
 - ii. Possession of all required permits, licenses and insurance.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Profile: Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules.

H. Price Proposal: Proposer's fees and other costs shall be submitted **in a separate electronic envelope (Named "Pricing Attachments")** with proposal submission. This price proposal shall include any and all costs the proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. The price proposal shall be worth twenty-five percent (25%) of the total price points assigned. The maximum cost points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of price proposal shall take place after technical evaluation has been completed.

1.8 Number of Response Copies

Each proposer shall submit one (1) original electronic signed proposal. PDF files are preferred. Price proposals **shall not** be included in the Technical portion of your submission.

1.9 Legibility/Clarity

Proposals submitted in response to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference

Not Applicable

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. **Without exception, all questions MUST be in writing** (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30 P.M., three (3) full business days from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by e-mail or **posted on the Central Bidding site**:

Phone: **(504) 364-2649**

Buyer Email: **nwhitney@jeffparish.net**

Buyer Name: **Nicolle Whitney**

1.13 Required Signed and Notarized Affidavits

Affidavits must be completed, signed, properly notarized and submitted in its original format prior to contract approval in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances. For the convenience of proposers, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*.

All proposers who submit a proposal with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the proposer, who would assist in providing services or materials under the proposal or who would share in any fees, commissions or other remuneration under the proposal. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and approved by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution.

1.14 Proposal Guarantee

NOT REQUIRED FOR THIS RFP.

1.15 Performance Bond

NOT REQUIRED FOR THIS RFP.

1.16 Fidelity Bond Requirements

NOT REQUIRED FOR THIS RFP

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time a contract is executed.

1.18 Revisions, Withdrawals, Protest Procedures

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement system. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.5, Schedule of Events.

Any proposer that submitted a proposal in response to this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the proposer.

1.19 Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

- A. The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 136353. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, (504) 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.
- B. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.
- C. It shall be the duty of every Parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the Parish and the duty of every applicant for certification of eligibility for a Parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a proposal, proposer acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

1.24 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.25 Sub-Contractor Requirements

NOT REQUIRED FOR THIS RFP

1.26 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandated coverage(s) pursuant to Resolution No. 136353, as amended, and Attachment "A". A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net. In addition the vendor must supply proof of garage liability.

1.27 Subcontractor Insurance

NOT REQUIRED FOR THIS RFP

1.28 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the Scope of Work defined in Part II. The proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of Scope of Work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the price proposal.

1.29 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for award. Contract negotiations are limited by section 1.22(B) Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP Evaluation Committee shall seek authorization from the Council to negotiate a contract with another proposer under this RFP.

1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal Receipt Date and Time if in the best interest of the Parish.

1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all proposals will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the Evaluation Committee must review the RFP concerning not only the task of description, but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the Evaluation Committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee the maximum technical points shall be calculated by multiplying the number of technical points assigned to the technical criterion multiplied by the number of evaluators scoring the proposals. After completion and tallying of the Technical Evaluation scores, each RFP Evaluation Committee member shall sign and date his/her individual score sheet. After the secretary of the Evaluation Committee collects all individual technical score sheets, the Purchasing Department representative and the requesting department representative shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department representative shall open the sealed price proposals, and shall read the pertinent portions of those price proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the price proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department representative shall calculate the cost evaluation portion of the scoring sheet, using the

price proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total price points assigned. The maximum cost points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. The proposer with the lowest price shall receive the highest cost evaluation score.

Other proposers will receive a cost evaluation score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted by any Proposers

PC = Proposer's cost

X = Maximum combined cost points available.

After the Finance Department representative completes the cost evaluation scores, the Purchasing Department representative and the requesting department representative shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department representative, the Finance Department representative and the requesting department representative. The secretary of the Evaluation Committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified proposers and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those cost proposals. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible proposers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completion of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the Evaluation Committee; except that the Council may select a proposer or multiple proposers other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that received a total maximum score of at least eighty percent (80%). There are times when selection of multiple vendors to provide the same services is in the best interest of the Parish. If multiple vendors are selected, the Parish administration is to negotiate favorable contract terms which are to include identical pricing for all selected vendors.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the Evaluation Committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.32 Indemnification

Proposer shall agree to indemnify and hold harmless the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP.

Further, proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.33 Payment for Services

The proposer shall address and send the monthly invoice to the Department of Fleet Management pursuant to the payment terms negotiated in the contract. Payments will be made by the Department of Fleet Management no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Department of Fleet Management. Invoices shall include the contract and monthly purchase order numbers, vehicle unit number and product or service purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the successful proposer holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the successful proposer under contract as set forth in section 2-935.1 for professional service providers.

With each monthly invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

1.34 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing contract shall be binding upon the parties thereto until the work has been completed and accepted by the Parish; but said contract may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties thereto.
- B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the contract.
- D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.35 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing contract shall be binding upon the successors and assigns for the parties thereto. The ensuing contract being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.36 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of the contract.

1.37 Audit of Records

- A. Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under the contract. Parish's right to audit, inspect, and make copies of proposer's records shall be at the sole expense of Parish.
- B. Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring contract, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said contract, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.38 Record Retention

The proposer shall maintain all records in relation to the proposed contract at its location for a period of at least five (5) years upon expiration or earlier termination of the contract

or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.39 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of a contract.

1.40 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 136353 and any amendments thereto.

1.41 Contract Changes

Upon negotiation of a bona-fide contract between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.42 Substitution of Personnel

Substitution of personnel shall be approved by the Council, prior to any replacements. In addition to the foregoing, if during the term of the contract, the successful proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.43 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated contract if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic, pandemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of the contract.

1.44 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 136353.

1.45 Claims or Controversies

Proposer, as evidenced by his/her signature, agrees that the ensuing contract shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II – SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

A. Purpose:

The proposer is expected to provide all services common to the provision of automotive and equipment repair and replacement parts as required by the Department of Fleet Management shops including the procurement of said parts, managing and securing inventories, documentation of the parts requests and parts used, and the reporting of activities as required.

B. Background:

The Parish's Fleet Management Department is responsible for the acquisition, repair, maintenance, and disposal of the Parish's equipment and vehicles. The mixture of equipment is comprised of lawn equipment, automobiles, vans, pickup trucks, heavy-duty trucks, fire apparatus, street sweeper, vac-cons, and other equipment used in the performance of the Parish's daily tasks.

The main garage is located at 4901 Jefferson Hwy. Suite A. Jefferson, LA 70121. A satellite garage is located on 1501 River Park Rd. Bridge City, LA 70094. All maintenance and parts technicians are housed in these two facilities, as are parts.

Fleet Management currently operates from 7:00 a.m. thru 3:30 p.m., Monday through Friday. Auto Maintenance Trainees are on call for tire repair and replacement during non-operational hours.

Fleet Management processes approximately forty (40) work orders per day with approximately three lines items each.

C. STATEMENT OF WORK:

1. The proposer shall provide an efficient and effective parts department and supplier at the Parish's East Bank Fleet Management Garage to include the following items: staffing, maintenance, original equipment parts, aftermarket parts, lubricants and specified tires necessary to support Parish vehicles and equipment. The proposer shall have control over and access to the sufficient O.E.M. and/or aftermarket parts inventory to meet the demands of the Fleet Management daily operations. The proposer shall provide parts to the Parish in accordance with the following timeline:
 - A minimum of 85% of the requested parts shall be maintained on site and filled at the time of request.
 - No more than 5% of the requested parts shall be filled within four (4) hours of receiving the request from the Parish
 - No more than 10% of the requested parts shall be filled within seventy-two (72) hours of receiving the request from the Parish.

2. SERVICES TO BE PERFORMED:

The Parish operates an extremely diverse fleet of vehicles and equipment and recognizes the complexity involved with identifying sources of supply and developing price proposals for a wide range of parts and supplies required to maintain the fleet. Notwithstanding, the proposer shall provide the following services:

A. Supply Required Parts:

The proposer shall furnish all parts, materials, supplies, and fluids required for the operation and maintenance of all Parish vehicles and equipment maintained by the Parish. In accordance with the quality and availability standards, the proposer shall identify, establish and manage all necessary sources of supply, as well as place, process, and track all orders. The proposer shall only charge the Parish for parts actually disbursed to authorized Parish maintenance personnel for use on Parish vehicles or other maintenance-related activities.

In cases where equipment is sent to an outside vendor and labor and parts are included in the repair cost, the Parish reserves the right to procure these parts directly from the outside vendor performing the repairs.

B. Parts Requisitions:

No parts are to be issued without an active work order in the system. The Department of Fleet Management will provide the proposer with a current list of employees who are authorized to requisition parts. The maximum

order value for any single requisition is \$2500.00. Requests meeting or exceeding this amount require the written approval the Director or Assistant Director.

Proposers must have methodology in place to electronically time/date stamp when parts requisitions are received at the parts counter regardless of whether the parts are in stock or require further processing.

C. Parts Identification:

It will be the sole responsibility of the proposer's personnel to assist mechanics in identifying the parts required to perform a vehicle service or repair. The proposer must provide its employees with access to up-to-date, hard copy or electronic parts manuals from OEM sources and interchange databases to facility the parts search process. The Department of Fleet Management will not be responsible for any costs for parts that are ordered incorrectly.

D. Receiving and Distributing Parts:

All non-stock and special order parts issued by the proposer must be accompanied by an invoice showing parts numbers, descriptions, purchase prices, and freight charges if applicable. The proposer will be required to note on these invoices the departmental work order number for each such part issued. The invoices shall be scanned for permanent records. When the monthly invoice to the department is compiled, copies of the scanned invoices must be attached to the invoice. Prior to distributing parts to the requesting mechanic, all parts must be recorded on a work order in the Department of Fleet Management's CFA computer system and time stamped by the system. Entries must include the part number, the description, the quantity, and the price shown on the invoice. The proposer will maintain a listing of all items designated as common parts. The list will be updated monthly and shall include number of units on-hand by location and current pricing for each unit. Proposer will use price averaging method. Removal of parts from the list or additions to the list must be approved by the Director or Assistant Director of Fleet Management. Common Parts that are drawn from inventory shall be recorded on the work order and use the price listed in the inventory. The price list must be updated monthly by the proposer and employ price averaging. The list will be provided to the Assistant Director. Records of these price lists must be kept permanently in the proposer's electronic filing system to support any future audits. Parts counter personnel will be responsible for notifying the mechanic that the parts are ready for pick-up or, when feasible, deliver the parts to the mechanic's work bay. All parts distributions must be time/date stamped electronically when the items are distributed or available for pick up by the mechanic.

E. Backorder Parts:

If any parts requisitions cannot be completely filled due to supplier backorders, the Shop Supervisor must be contacted immediately to make a determination of how to proceed. No partial part orders are to be given to the mechanic without the Shop Foreman's approval. No backorder parts are to be charged to the work order until received.

F. Emergency Order Parts:

On occasion, certain parts may be required as soon as possible which may include expedited delivery. The Assistant Director or his designee will authorize by e-mail, the additional charges associated with an emergency parts order. The freight charges will be added to the cost of parts as it is issued on a work order. The documentation for expedited freight charges shall be included in the monthly invoicing to the department along with the authorizing e-mail and a copy of the work order.

G. Credits:

In the event that parts are returned unused, the proposer will notify the shop foreman and issue a credit for the cost of the part(s) to the work order. The proposer will maintain a separate record of all returned parts to be used for reconciliation at a later date. Any credits received by the proposer for parts returned to suppliers will be passed along to the Parish in the subsequent month's billing for parts. The credit memo shall include the parts number, price, and quantity. Documentation from the supplier shall be included in the proposer's monthly invoice. This includes any parts determined to be obsolete for use in Parish fleet. Core credits will be treated in the same manner as returned parts on the subsequent month's billing. The credit memo should reflect the part number, work order number for which the core came, and the amount of the credit. Documentation from the supplier should accompany the proposer's monthly invoice.

H. Stock Parts Inventory Level:

Managing inventories of stock parts will be the responsibility of the proposer. The proposer must maintain enough inventory of common parts to ensure a 95% fill rate during all working hours.

I. Fabricated Parts:

The most commonly needed fabricated parts used by the Department of Fleet Management are hydraulic hoses and the necessary fittings. The proposer must have necessary equipment to fabricate hydraulic hoses and attach fittings. For other types of fabricated parts, the department will work directly with the supplier to determine specifications and the issuance of a Purchase Order.

J. Vendor Lists:

The proposer is free to use any vendor as long as the proposer can show that the price for the parts are the best value and that the quality of the parts meets expectations. The Department of Fleet Management reserves the right to direct the proposer to desist in using a particular vendor or may direct the proposer to use a specific vendor or sole source. It is to the advantage of the proposer to use a specific vendor or sole source. The proposer will maintain a current list of all vendors and will provide said list to the Department of Fleet Management upon request. The proposer will disclose any contractual agreement with parts suppliers and disclose any resulting discounts. These discounts will be passed on the Department of Fleet Management.

K. Maintenance of Parts Inventories:

The proposer shall own and manage an inventory of quality automotive parts and related supplies for the Parish. The Parish reserves the right to obtain certain parts and supplies considered to be critical to service and repair during emergency situations, or for which the Parish determines it to be in the best interest of the Parish to retain purchasing control, outside of the contract resulting from this solicitation.

At its discretion, the Parish may elect to purchase and maintain ownership of certain specialized items. The Parish reserves the right to purchase parts and/or services from other sources if the contractor cannot obtain the requested part by start of business the day following a request and, in emergency situations, to procure parts immediately if the contractor cannot supply the part in an acceptable timeframe. In such cases, the proposer shall be responsible for any cost above the cost specified in the contract. Additional charges incurred by the Parish in these cases will be deducted from the contractor's monthly invoice.

All items provided by the contract for resale to the Parish will remain the property of the contractor until used by the Parish.

L. Quality of Parts to be Furnished:

Parts supplied by the proposer shall meet or exceed the quality of the parts furnished by the original equipment manufacturer (O.E.M. or approved equivalent). However, if the original equipment manufacturer has updated the quality of the parts for current production, parts purchased after the change must meet or exceed the updated quality specifications. The Parish will specifically approve the new product lines or changes to existing product lines before they are introduced for the use of the Parish's fleet. If more than one grade of the product is available that meets the requirements of this section, the Parish may specify which grade will be utilized. The Parish may at any time refuse any particular product and require a specific substitute to

be used. Rebuilt/remanufactured parts must conform to the manufacturer's reconditioning tolerances.

A minimum of Grade 8 is required on all fasteners. All hydraulic equipment, components, and parts must meet the Joint Industry Council (JIC) and Society of Automotive Engineers (SAE) specifications. The Parish reserves the right to inspect the quality of materials, supplies, and equipment proposed to be furnished and to reject any items deemed not to meet original equipment standards and performance.

M. Hazardous Materials:

If the proposer is involved in handling, recycling, or disposal of any hazardous wastes, used batteries, tires, anti-freeze, motor oils, greases, etc. generated by Fleet Management, the proposer must comply with all Environmental Protection Agency, Federal, State, and local regulations regarding the disposal of those items.

N. Contract Management: Parish's Responsibilities:

The Parish's Fleet Manager will service as a Contract Administrator for the Parish. This person will service as the Parish's primary point-of contact for the daily operations under any agreement resulting from this RFP. The Fleet Manager will oversee the operations of the contractor and service as a resource for the contractor's project Maintenance personnel.

O. Contract Management: Contractor's Responsibilities:

The proposer's Project Manager and other key personnel will have proven Technical and managerial experience in the field of fleet maintenance and parts procurement. Employees in supervisory positions must possess at least one Automotive Service Excellence (ASE) certification relevant the types of equipment maintained by the Parish.

The proposer's Project Manager will not be changed without prior approval of the Parish. The Parish must approve the individual who replaces the current Project Manager. The proposer's request to change its Project Manager must include a transition plan. The Parish reserved the right to request a meeting with the Project Manager's Supervisor at any time if they are dissatisfied with his or her performance. If the issues at hand cannot be resolved in a timely manner, the Parish reserves the right to request a new Project Manager.

P. Staffing:

The proposer shall be responsible for the hiring, staffing, promoting, transferring, and dismissing of any person employed in the performance of the resulting contract. The proposer shall also be responsible for all wages, taxes, fringe benefits, training for these employees.

The contract shall provide sufficiently trained, knowledgeable, and service-oriented personnel to effectively and efficiently operate the total parts function as outlined herein. At a minimum, the proposer will provide the following full-time staff for the East Bank Department of Fleet Management shop:

One (1) Parts Supervisor
One (1) counter/Runner personnel

A single Parts Manager will be expected to oversee proposer staff at the East Bank Central Garage. The Parts Manager will be provided with office space at the East Bank shop in Jefferson, where the Director, Assistant Director and most other Department of Fleet Management managerial and administrative staff are based. The proposer may also employ clerical help (Office Manager, Bookkeeper, etc.) as needed to run an efficient office.

The Parish reserves the right to review and must agree on all personnel selected by the proposer.

The Parish reserves the right to require that the proposer discipline/dismiss any employee deemed detrimental to the parts operation. The proposer must comply with all such requests. Proposer's staff must comply with all Parish and Departmental policies.

The Parish reserves the right to request that proposer personnel perform reasonable Fleet Maintenance activities, such as: Asset Management System data entry, handling of equipment and inventory, cleaning and sanitizing, safety responsibilities and other facility/shop related duties, in addition to those required by the ensuring contract when appropriate.

The proposer or the proposer's employees shall direct any comments, questions, or concerns during the course of the resulting contract to the Parish's Fleet Manager.

The proposer agrees that it will not represent to anyone its relationship with the Parish as other than that of an independent proposer. The proposer will be solely responsible for its own acts and omissions and those of its employees, officers, agents and sub proposers.

Q.Warranty Requirements:

Notwithstanding inspection and acceptance by the Parish, parts and supplies furnished under the resulting agreement will be warranted by the proposer. All items must include full manufacturer's warranties and guarantees. The proposer shall guarantee all items purchased for vehicle and equipment repair: additionally, all maintenance applications will fit the intended application and the proposer shall further guarantee that the

product will work on the intended application. On-site replacement for defective, inferior, or non-fit items shall be guaranteed. The proposer shall secure O.E.M. parts for vehicles under the O.E.M. warranty and retain the defective O.E. M. parts and paperwork should the O.E.M require proof that the part was defective. The proposer shall maintain warranty records of items sold to Fleet Management and issue any credits, including labor and parts, which are due to the Parish covered under these warranties. This information shall be reported to Fleet Maintenance on a monthly basis.

R. Management Information Systems:

The proposer shall use current, state-of-the-art computer software/hardware to control and report on its operations. The computer system shall be capable of, at a minimum, providing on-line information regarding the facility inventory and other proposer-owned inventories, monitoring and reporting the status of parts on hand, parts on order, parts on backorder, parts usage, usage of services, costs, billing information, and historical data on vehicles and equipment. This information shall be made available to Fleet Management on a monthly basis and upon request to assure a cost-effective operation.

The Parish's Fleet Maintenance software is CFA. The contractor software shall be capable of integrating with CFA. The contractor shall be responsible for all cost, labor, and software upgrades to integrate their software with CFA.

Integration with CFA shall be completed within six (6) months from the date of the fully executed agreement. During this time, the contractor shall provide a daily electronic download of transaction data to the Parish in the prescribed format requested by Fleet Management.

S. Use of Existing Parish Facilities:

The Parish will provide an adequate and secure operation and storage area to the proposer free of charge at the East Bank facility. This will include:

- Secure working and storage space for parts operations at the East Bank Garage-the shop is approximately 1,300 square feet.
- Common utilities such as water, sewerage, trash removal, and electricity
- Parking for proposer's and proposer employee's personally owned vehicles
- General trash and recycling containers (e.g. dumpster)
- User licenses required for access to and use of the Department of Fleet Management computerized MFIS (CFA).

The Parish does not warrant or guarantee against the possibility that safety or environmental hazards or potential hazards may exist at the maintenance facilities. The proposer will be responsible for identifying any hazardous conditions and notifying the Parish of these conditions in writing no later

than thirty (30) days from the date the agreement is fully executed and prior to occupation of the property. The proposer shall assume responsibility of the Fleet parts store operations six (6) months after the date of execution of the agreement.

The proposer will be required to acknowledge receipt by signature, of assets provided by the Parish for the proposer's use. The assets accepted by the proposer for the term of the agreement will then become the responsibility of the proposer. Upon completion of the agreement, these assets will be returned in the same condition in which they were provided to the proposer, less normal wear and tear. The proposer shall be responsible for replacing any stolen, missing, or destroyed asset with an approved equal asset at proposer's expense.

The proposer shall provide specialized equipment at their own expense such as:

Essential office furniture

Essential storage such as shelving, cabinets, security devices

Telephone service

Internet service (Wi-Fi or hard line within the parts room)

Vehicles to be used for deliveries, pick-ups and other parts management-related travel and transportation activities

Internal software(not related to the Department of Fleet Management FMIS) including subscriptions for parts related databases

Uniforms

Consumable material such as towels, rags, cleaners, etc.

Housekeeping, such as emptying trashcans, sweeping, etc. of the proposer-occupied work and storage spaces the shop location.

The proposer will exercise total control over and be responsible for the assigned area of the facility. No one may enter the facility without the permission of Contractor Maintenance personnel. Fleet Management will retain access to the general area for routing maintenance and emergency repairs on the building or the building systems.

The Parish will issue to the proposer a revocable license agreement to operator the parts facility on Parish property.

T. Exclusions:

The types of fleet maintenance and repair parts excluded from any contract with the Department of Fleet Management resulting from this solicitation are the following:

Glass and windshields

Welding gases

Fuels

The proposer will furnish and initial inventory of stock parts and will replenish, modify, and maintain this inventory at its own expense for the duration of the contract. The proposer will be responsible for managing and issuing any Parish-owned stock parts on hand at the East Bank Garage at the inception of the contract until such time as that stock is fully depleted. The proposer will be required to segregate these relatively small inventories (current combined value of the stock is approximately \$7,000) of Parish owned parts from proposer-owned stock, and provide a full accounting of their consumption by the Department of Fleet Management until this stock is depleted. The department will attempt to deplete the stock prior to beginning of the contract. The proposer and the Director of the department will jointly review the contents of the Parish owned stock on hand prior to the inception of the contract and establish agreement on which parts, if any, are unusable by the parish will be removed from inventory by the Parish prior to the proposer's commencement of work. The Department of Fleet Management reserves the option to purchase any, all, or none of the proposer-owned inventory of stock parts on hand at the conclusion of the contract. Such parts will be sold to the department at the proposers; original cost of their purchase. It will be the responsibility of the proposer to remove any sock items not so purchase by the Parish no later than the last day of the contract.

Charges for Parts-The Parish proposer will not charge the Parish for stock, non-stock, special order, or any other types of parts furnished under the contract without an active work order.

U. Reports: Record Keeping, Reference Material, and Reporting Requirements:

- **Records**-The proposer shall provide authorized representatives of the Parish, at all reasonable times, access to and copies of all electronic and hard data, books, records, correspondence, instructions, plans, drawings, receipts, vouchers, time cards, and memoranda related to any agreement resulting from this RFP, and will provide cost verification for parts provided to the Parish under terms of the resulting Agreement on demand. These records become the property of the Parish at contract termination or conclusion.
- **Reference Files and Procedures**-The proposer shall maintain, or have access to, the service manuals, parts manuals, service bulletins, lubrication charges, and other information necessary to procure and supply the parts and related materials to properly service and repair the Parish's fleet. The proposer shall make these materials available to the Parish personnel upon request. These

records become the property of the Parish at contract termination or conclusion.

- **Daily and Monthly Report**-The proposer shall submit in an electronic format acceptable to the Parish a daily report that fully describes the parts supplied on the prior business day, by work order, by unit number, and line item with costs assigned. The monthly report will summarize the parts supplied the previous month by category, including overall cost, and will include a demonstration of compliance with performance standards. Additionally, the proposer shall submit the following monthly financial information pertaining to the costs, revenues and expenditures associated with its Parish location: monthly profit & loss statement; monthly expense statement; monthly balance sheet.
- **Annual Report**-On the calendar year of the effective date of the agreement and every anniversary date thereafter, the proposer shall submit to the Parish a written annual report that summarizes the year's activity in a format agreed upon by the proposer and the Parish.
- **Ad Hoc Reporting**-The proposer shall provide additional reports as required by the Parish.
- **Weekly Warranty Report**-The proposer shall submit a weekly report to the Parish that fully describes the parts eligible and supplied, by line item and with costs assigned under the warranty provisions of the RFP.

V. Working Hours and Emergency Services:

Normal working hours for the Department of Fleet Management (currently 7:00 am to 3:30 pm, weekdays) shall also apply to parts management personnel. However, the conduct of physical inventory counts or other functions using these personnel shall be scheduled so as not to interfere with the delivery of parts sourcing, pick-up, and counter services during normal hours of shop operation. The proposer shall be on-site to provide service with an appropriate complement of personnel within one (1) hour of notification that such services are required. These services shall be provided at no additional cost to the Parish. The Department of Fleet Management may request proposer to work after hours (beyond 3:30 pm), on scheduled holidays, weekends, or to work a split shift in an effort to secure parts and minimize downtime.

Emergency Services-The Department of Fleet Management reserves the right to require parts management personnel to work in accordance with extended shop hours during declared emergencies. During major weather events such as a hurricane, such extension of shop working hours may be substantial, including 24/7 operation for multiple days in succession. The Parish will provide meals as needed. Should the proposer incur additional

expenses such as overtime pay for the provisions of emergency coverage, the proposer will be compensated for such additional services.

W. Training:

The proposer shall provide training to Parish employees as deemed appropriate for the use of new or current products. The cost, if any, will be mutually agreed upon between the Parish and the proposer.

X. Invoicing:

Parts and supplies used by the Parish will be billed on a daily basis. The overall billing for operation and all other appropriate and allowed charges will be billed to the Parish on a monthly basis. The Parish is not to be charged freight charges on stock parts or parts available in the Jefferson Parish area, nor will stock part premium prices be paid if the proposer is not adhering to the agreed-upon reorder plan.

Y. Fleet Management's Strategic Goals:

- Improve Operation Efficiency
- Enhance Asset Management
- Strengthen Customer Service and Collaboration
- Develop Sustainable Policies

2.2 Period of Agreement

The term of any resulting contract shall be for (3) three years commencing the date of execution or signing of the contract, and shall expire at midnight on the evening of the day immediately preceding the third anniversary thereof.

Upon mutual agreement between the Parish of Jefferson and the proposer, with Parish Council approval, the term of this contract may be extended for (2) two years provided in writing within 30 days of contract expiration.

2.3 Cost Proposal (Price Schedule)

Price proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as "**Pricing Attachments**". Price proposals will remain sealed and shall not be read until the completion of the scoring of the technical evaluation during the RFP Evaluation Committee meeting. Cost proposals shall not be included in the technical evaluation criteria. Once read, the price proposals will be evaluated and scored in accordance with section 1.31. Price proposals shall be worth twenty-five percent (25%) of the total price points assigned.

Pricing must be submitted on the Cost Proposal (Price Schedule) form furnished in “Attachment “B”. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

2.4 Deliverables

The deliverables listed in this RFP are the minimum desired from the successful proposer. Every proposer must describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The location where service(s) is to be performed is 4901 Jefferson Hwy. Suite A. Jefferson, LA 70121.

2.6 Financial Profile

Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc.

Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the proposer's financial status or the required certification of bonding and insurance requirements may be assigned a lower score.

2.7 Proposal Elements

A. Technical

1. Each proposer shall address how the proposer will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).
2. Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope

of work, understands the nature thereof and is willing and capable of providing the services thereof.

3. Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

B. Qualifications and Experience

1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.
2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.

PART III – FEDERAL CONTRACT PROVISIONS

3.1 Federal Contract Provisions

NOT APPLICABLE

PART IV – EVALUATION

4.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The proposed evaluation criteria shall measure how well a proposer’s approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost evaluation shall constitute twenty-five percent (25%) of the total price points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

A. TECHNICAL PROPOSAL (Maximum of 75 Points Per Evaluator)

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

i. Scope of Services	30
ii. Parts Pricing and Selection	20
iii. Specific Experience – similar or larger scope of services currently being provided	15
iv. Personnel- experience of management staff, experience in similar projects, etc.	10

A. COST PROPOSAL

The proposer with the lowest price shall receive the highest cost evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted by all proposers

PC = Proposer’s cost

X = Maximum combined cost points available Maximum # of
Points 25
Per Evaluator

TOTAL MAXIMUM POINTS FOR THIS RFP 100 PER EVALUATOR

PART V – PERFORMANCE STANDARDS

5.1 Performance Requirements

- **Proposer’s timely submission of reports**
- **Proposer’s submission of accurate and itemized invoices**
- **Proposer’s adherence to project schedule/meet completion date**
- **Proposer’s ability to provide key personnel with knowledge and technical expertise**

5.2 Performance Measurement/Evaluation

- **Timely submittal of required monthly reports**
- **Response time for providing parts**
- **Personnel adequately trained and in number sufficient to the department needs**
- **Management’s responsiveness to Fleet Management requests and resolution of conflict.**

PART VI - APPENDICIES

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 136353 (previously 113646).

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353 (amends Resolution No. 113646), as amended.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer.

GARAGE LIABILITY

This RFP shall additionally require Garage Liability in the amount of \$1,000,000.00.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

Request for Proposals # 0446

**On-Site Parts Department and Supplier for the
Department of Fleet Management**

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing an On-Site Parts Department and Supplier for the Jefferson Parish Fleet Management Department.

Request for Proposals will be received until 3:30 p.m. Local Time on: September 16, 2022.

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____ Fax Number _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

ATTACHMENT B

PRICING SCHEDULE

SMALL AND HEAVY-DUTY EQUIPMENT PARTS

NAME OF FIRM _____

The price for the items listed are for evaluation purposes only so that the lowest cost per type of item may be established.

PART DESCRIPTION	DISCOUNT PERCENTAGE OFF LIST PRICE
1. Air Filter- 2018 Dodge Ram 2500 5.7 engine Part No. 2725 Manufacturer: Napa Gold Filters	Price per unit _____ Discount off list price _____ Manufacturer name _____
2. Aerosol Cleaners and Removers- Part Number: PTX80578 Decal/Paint Remover Spray Manufacturer: Permatex	Price per unit _____ Discount off list price _____ Manufacturer name _____
3. Belts, Hoses, and Pulleys- 2017 Ford F-250 Part: 51810 Belt Manufacturer: Gates	Price per unit: _____ Discount off list price _____ Manufacturer Name _____
4. Brake pads and shoes (non-asbestos) 2017 Dodge Journey Part No. 55800X Brake Pad Manufacturer: Napa Ceramic	Price per unit: _____ Discount off list price _____ Manufacture name _____

<p>5. Cameras 2017 Dodge Journey Part No. Paw109 Manufacturer: Echlin</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>6. Fuses and circuit breakers Part No. ATC-20-20 Amp Fuse Manufacturer: Bussmann</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>7. Generator Parts 2017 Ford Explorer-Alternator Part No. GL-8787 Manufacturer: Motorcraft</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>8. Gaskets and O-Rings 2020 Dodge 1500 Part No. VS50625R Gasket Mounting O-Rings Manufacturer: Felpro</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>9. Lights, Lamps, and Lenses 2017 Ford F-150 Part No. BL3213404B Tail Light Manufacturer: Motor Craft</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>10. Spark Plug and Injector Parts 2017 Ford Explorer Part No. XP5863 Spark Plug Manufacturer: Autolight</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>

<p>11. Wiper Blades and Arm Parts 2017 Ford Explorer Part No. 6022 Wiper Blade Manufacturer: Napa</p>	<p>Price: _____ Discount off list price _____ Manufacturer name _____</p>
<p>12. Battery Accessories 2017 Ford Explorer Part No. 926-879 Manufacturer: Dorman</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>13. DEF Fluids Diesel Exhaust Fluid Part No. DEF002 Manufacturer: Peak</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>14. Fuel Filters and Water Separators 2016 Ford F-250 Diesel Engine Part No. 33615 Filter Manufacturer: WIX</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>15. Ignition Parts 2018 Dodge Ram 1500 with 5.7 Part No. IGC0164 Coil Manufacturer: Hitachia</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>16. Lawn Equipment Repair Parts Stihl Weed Eater Zama Carburetor Part No. HUZTL C1Q-597 Manufacturer: Stihl</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>

<p>17. Oil (Full Synthetic) Part No. 550045126 Manufacturer: Shell Rotella</p>	<p>Price per gallon: _____ Discount off list price _____ Manufacturer name _____</p>
<p>18. Seats and Upholstery Parts Parts No. 2130 Vinyl Repair Kit Manufacturer: J-B Weld</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>19. Switches/Solenoid 2009 Ford F-150 Part Number 924-867 Switch Manufacturer: Dorman</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>20. Brake Away Switch Part No. 89102 Trailer Brake Manufacturer: NAPA</p>	<p>Price per unit: _____ Discount off list price _____ Manufacturer name _____</p>
<p>21. Employee Wages: Parts Supervisor</p>	<p>Pay rate per hour: _____</p>
<p>22. Employee Wages Counter/Runner Personnel</p>	<p>Pay rate per hour: _____</p>
<p style="text-align: center;">Total</p>	<p>Total Amount:</p>

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

Request for Proposal Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.**
- **RFP Affidavit must be submitted in its original format prior to contract approval in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances.**

Instruction sheet may be omitted when submitting the affidavit.

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized _____ of _____ (Entity), the party
who submitted a proposal in response to RFP Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.