



UTAH COUNTY PUBLIC WORKS FLEET SERVICES APPROVED VENDOR APPLICATION

Vendors must complete this application and its associated forms in order to become pre-qualified as an approved vendor to perform any type of work on Fleet Services' vehicles. Please read the application and complete it as soon as possible.

We look forward to continuing our work with you. Your willingness to partner with Utah County Public Works Fleet Services brings great value to our local economy and the taxpayers of Utah!

The following material must be completed and submitted:

- ✓ Service Form
- ✓ Page 1 of the W-9 Form
- ✓ Copy of Business License
- ✓ Copy of Liability Insurance
- ✓ Copy of Technician(s) certification(s)

UTAH COUNTY
REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)
TO BE PRE-QUALIFIED TO PROVIDE FLEET LUBE/OIL/FILTER AND
TIRE REPAIR SERVICES

RFSQ #2021-2

Purpose of Request for Statement of Qualifications

The purpose of this request for statement of qualifications is to establish an approved vendor list from which Utah County Public Works Fleet Services ("Fleet") may select a qualified firm, based on a geographical area, to provide Fleet services.

This RFSQ provides interested vendors the ability to submit statements of qualifications (by completing the attached Fleet Service Form) and demonstrating their ability to meet minimum requirements in order to be considered as an approved vendor to provide Fleet vehicle services.

Vendors will be approved to provide services based on the following geographical areas:

1. Within Utah County – city where vehicle is based

Issuing Office and RFSQ Reference Number

Utah County Public Works is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Fleet Services Division. The reference number for the transaction is RFSQ #2021-2.

Term of the Approved Vendor List

All pre-qualified vendors will be added to the approved vendor list, upon submission of an acceptable Fleet Service Agreement form, for an active period of 18 months. Pre-qualified vendors must re-establish approved vendor status at a minimum every 18 months by renewing the current statement of qualifications.

Throughout the term of the 18-month pre-qualification, and at the time of renewal, Fleet will utilize a performance rating system to monitor approved vendors. If an unacceptable performance rating is received, Fleet reserves the right to remove the firm from the approved vendor list or require the firm to respond to the performance rating indicating how they plan to improve services in order to remain on the approved vendor list.

As part of the RFSQ response, vendors are required to demonstrate compliance with

requirements identified in the attached Fleet Service Form. A review team from Fleet will review the form for compliance and may negotiate service capabilities and rates on a case-by-case basis, based on location and other factors as identified by Fleet. Fleet will have the final determination as to whether a vendor is deemed acceptable or non-acceptable. When deeming a vendor non-acceptable, Fleet will be required to provide documentation stating the reasons for the non-acceptable determination. Only pre-qualified vendors who are deemed acceptable will be placed on the approved vendor list to provide the specific services outlined.

Any approved vendor will be required to enter into a Utah County Standard Agreement for the active period of 18 months that will be approved and authorized by the Utah County Commission upon the recommendation of the Fleet review team, with the option to extend for additional 18-month periods if agreeable to Utah County.

Approved Vendor List

An approved vendor list will be provided to all operators within Utah County. Instructions will be provided to vehicle operators regarding selection of approved vendor based on a geographical area.

Approved vendors are not guaranteed a minimum or maximum amount of work on Fleet vehicles.

Fleet reserves the right to select a vendor outside of the approved vendor list geographical area when it is determined to be in Fleet's best interest.

Vendor Requirements & Qualifications

In order to be listed on the approved vendor list, vendors must successfully complete the attached Fleet Service Form for each service location and agree to the following requirements:

1. Vendor must be an individual or business residing in the state with a valid Utah business license. Tax ID, and physical in-state address.
2. Vendor must bill for services performed at the agreed upon rate(s).
3. Vendor agrees to perform work within the agreed upon time-frame determined at the time work is authorized by Fleet.
4. Vendor must agree to provide appropriately trained and qualified employees to perform the services required on all fleet vehicles.
5. Vendor must be willing to charge a flat hourly rate for labor based on the Mitchell or Alldata labor guides, or rates specifically negotiated by Fleet.
6. Vendor must agree to provide and to maintain during the performance of the contract, at its sole expense, a policy of liability insurance. The limits of the policy shall be no less than \$3,000,000.00 for each occurrence and \$3,000,000.00 aggregate.

Submitting the Fleet Service Form

Form must be submitted to Utah County Public Works, Fleet Services, as follows:

Mail or deliver to: Utah County Public Works
Attn: Fleet Services
2855 South State Street
Provo, UT 84606

DO NOT SUBMIT PROPOSALS ELECTRONICALLY IN SCIQUEST. THIS IS AN OPEN-ENDED PROCUREMENT AND THE COUNTY WILL NOT BE ABLE TO DOWNLOAD PROPOSALS THROUGH THE SCIQUEST SYSTEM. THE FIRST REVIEW OF THE PROPOSALS WILL BE ON APRIL 30, 2021.

Price Guarantee

All pricing agreed upon as a result of the submittal of the Fleet Service Agreement form, including any negotiated pricing, will be the price charged to customers for any and all work performed on Fleet vehicles.

Labor rates may be adjusted up or down on an ongoing basis, based on local market rates as determined by Fleet. Approved vendors requesting a rate increase will be required to provide sufficient justification including documentation supporting the increase in rates. Fleet will be given the immediate benefit of any decrease in the market, or allowable discount.

Parts will be reimbursed based on cost plus a negotiated percent based on the individual repair required. The Fleet Service Agreement will list the maximum negotiated percentage an approved vendor may charge.

Questions

Questions regarding the process, the form, etc. are to be directed to Glen Tanner, Associate Public Works Director at (801) 420-7619.

Service Form



Utah County Public Works Fleet Services ("Fleet") is accepting Statements of Qualifications to be prequalified to be added to an approved vendor list to provide fleet services. These vehicles are located throughout Utah County.

You are invited to send in the requested information. Upon prequalification, you will be added to the approved vendor list and be under consideration to work on Fleet vehicles. If you do not send the required information, you will not be authorized to complete any services.

If you wish to be considered, you must provide the following and meet all requirements as detailed:

1. Must complete and return the following documents:
 - a. Negotiated Labor and Parts Pricing form
 - b. Page 1 of the W-9 form
 - c. Business License
 - d. Liability Insurance Policy
 - e. Technician certifications

Hand Deliver or email all documents to:

Utah County Public Works
Attn: Fleet Services
2855 South State Street
Provo, UT 84606
Email: glent@utahcounty.gov

2. Must agree to fully complete a negotiated labor and parts pricing service form. (Complete the attached Negotiated Labor and Parts Pricing Service Form)
3. Must agree to contact Fleet for approval before beginning any services. Must have the vehicle license plate number or vehicle number, mileage, parts price, labor price and detailed information regarding any services ready at the time of approval.
4. Must agree to send invoices to Fleet the same day repairs are completed by email to danielgg@utahcounty.gov and vicj@utahcounty.gov. Vehicle ID number or license plate number, i.e. vehicle #70XXXX, will need to be on invoice.

Upon submission of the required documentation, Fleet staff will validate and qualify vendors to be added to the approved vendor list to provide authorized work on Fleet vehicles.

Attachment B



Negotiated Labor and Parts Pricing

Service Form

This agreement is intended for service vendors to document with Utah County Public Works Fleet Services ("Fleet") agreed upon maximum labor and parts rate. The rates identified will be used or negotiated when any Fleet vehicle is in your repair/maintenance facility. Fleet vehicles are located throughout Utah County, and this agreement form in no way guarantees a minimum number of vehicles to your service facility. Furthermore, this agreement for parts and labor rates listed below will not be advertised by Fleet but will represent a working relationship that will potentially result in referrals to your facility by staff.

Please complete items 1-9 below to complete the forms **(incomplete forms will not be considered):**

1. Vendor Name (use this form more than once for additional locations): _____
 - a. Address (Street, City, and Zip Code): _____
 - b. Telephone number and Fax Number: _____ / _____
 - c. Email address: _____
2. Service Advisor/Contact Person: _____
 - a. Service Advisor/Contact Person Phone number: _____
3. Name and Title of person authorizing rates: _____
 - a. Title of person authorization rates: _____
 - b. Email address of person authorizing rates: _____
4. Labor Rate for vehicles (Rate charged per flat rate hour): \$ _____
 - a. I will charge a flat rate per: (circle one) Mitchell Alldata
5. Parts Rate
 - a. Cost plus _____ % (Rates/costs may be negotiated based on specific vehicle needs, market forces, etc)
6. Services (check all that apply):
_____ Quicklube only _____ Tire Rotation _____ Tire Repair & Balance _____ Tire Balance
7. Price for Lube/Oil/Filter:

7 QT Gasoline Lube/Oil/Filter	\$ _____	Price per additional quart of oil \$ _____
7 QT Gasoline Syn. Lube/Oil/Filter	\$ _____	Price per additional quart of oil \$ _____
15 QT Diesel Lube/Oil/Filter	\$ _____	Price per additional quart of oil \$ _____
15 QT Diesel Syn. Lube/Oil/Filter	\$ _____	Price per additional quart of oil \$ _____
8. Price for Tire Rotation: \$ _____
9. Price for Tire Repair & Balance: \$ _____
10. Price for Tire Balance: \$ _____



11. Agree to meet or exceed factory specifications on oil and parts: _____
12. Agree that the dollar amount on invoice will match exactly with the agreed dollar amount provided in initial authorization. If adjustments need to be made to the invoice, please contact Utah County so that we can make those changes on the approval. (Tax and shop supplies will not be paid.) _____
13. Agree to accept credit card payments upon completion of the work with no additional services fees or costs to Fleet: _____

Date this form was completed (Month/Day/Year) _____

Signature: _____

Printed Name: _____

Business Name: _____

Fleet Services Approval: _____

Date of approval: _____

**PROCEDURES WHEN A UTAH COUNTY PUBLIC
WORKS FLEET SERVICES VEHICLE
ARRIVES AT YOUR SHOP
(TO BE KEPT IN YOUR OFFICE AS A GUIDE)**

****Keep in mind regular business hours for Fleet Services are
Monday to Friday from 7am to 4pm.****

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- 1. Obtain vehicle ID number and/or license plate number as well as Driver's Name.**
 - 2. Obtain odometer reading.**
 - 3. Call Utah County Public Works Fleet Services at 801-851-8680 and ask to speak to Dan Gibson, Vic Jones, or Matt Shepherd with the above information to obtain authorization to perform any service on the Utah County vehicle.**
 - 4. Call Fleet Services at completion of work to obtain credit card information for payment during regular business hours Monday to Friday 7am to 4pm.**
 - 5. Please email detailed receipt and credit card slip to danielgg@utahcounty.gov and vicj@utahcounty.gov .**

***Please be sure detailed receipt includes vehicle ID number or license plate number.**
