

ORIGINAL

RFP# 011-0-2012/AT

Preventative Maintenance, Vehicle Service, and Repair (EVT) on Medium, Commercial Duty Trucks and Heavy Equipment on Fire Service Vehicles

Wildwood Auto Repair
& Wrecker Service, Inc.

**PART 4
PROPOSALS DOCUMENTS**

PROPOSALS COVER PAGE

Name of Firm, Entity or Organization:
Wildwood Auto Repair & Wrecker Service, Inc.

Federal Employer Identification Number (FEIN): 59-3155542

State of Florida License Number (If Applicable): MV-05798

Name of Contact Person: Julie A. Redding

Title: President

E-Mail Address: Towmaster1716@embarqmail.com

Mailing Address: 1190 South Main Street

Street Address (if different):

City, State, Zip: Wildwood, Florida 34785

Telephone: (352) 748-1716

Fax: (352) 748-5800

Organizational Structure – Please Check One:

Corporation Partnership Proprietorship Joint Venture Other

If Corporation:

Date of Incorporation: 1993

State of Incorporation: FL

States Registered in as Foreign Corporation:

Authorized Signature:

Print Name: Julie A. Redding

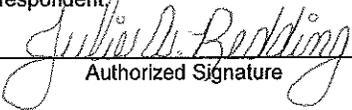
Signature: *Julie A. Redding*

Title: President

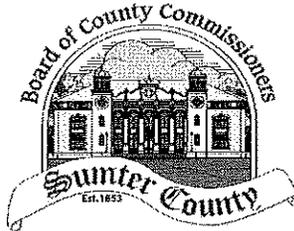
Phone: (352) 748-1716

This document must be completed and returned with your Submittal.

PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners 7375 Powell Road Wildwood, Florida, 34785 Phone 352-689-4400 Fax 352-689-4436	SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROPOSALS (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT			
DUE DATE: May 9, 2012	DUE TIME: 10:00 a.m.	RFP # 011-0-2012/AT		
TITLE: Preventative Maintenance , Vehicle Service, and Repair (EVT) on Medium, Commercial Duty Trucks and Heavy Equipment on Fire Service Vehicles				
VENDOR NAME: Wildwood Auto Repair & Wrecker Service, Inc.	PHONE NUMBER: (352) 748-1716			
VENDOR MAILING ADDRESS: 1190 South Main Street	FAX NUMBER: (352) 748-5800			
CITY/STATE/ZIP: Wildwood, Florida 34785	E-MAIL ADDRESS: Towmaster1716@embarqmail.com			
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."				
_____	_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this Proposals is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."				
<u>Julie A. Redding-President</u> Authorized Agent Name, Title (Print)		 Authorized Signature		5.8.12 Date
<i>This form must be completed and returned with your Submittal</i>				

**PROPOSALS FORM FOR
BOARD OF SUMTER COUNTY COMMISSIONERS**



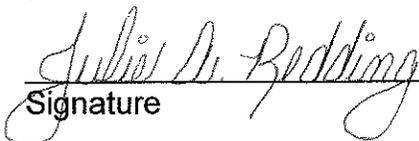
Name of Firm Submitting Proposal Wildwood Auto Repair & Wrecker Service, Inc.

Name of Person Submitting Proposal Julie A. Redding

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

CONSULTANT'S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL


Signature

May 08, 2012
Date

[] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

STATEMENT OF TERMS AND CONDITIONS - This document must be completed and returned with your Submittal

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposal/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Financial Services Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (IBID) must be submitted in writing to the Board's Financial Services Manager.

ANTI TRUST LAWS: By submission of a signed RFP or IBID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or IBID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/IBID Contract Documents. Any inquiry or request for interpretation received by the Financial Services Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/IBID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/IBID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/IBID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/IBID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/IBID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/IBID's, will be available for public inspection ten days after opening of the RFP's/IBID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/IBID's must make an appointment by calling the Financial Services Manager at (352) 793-0200. All RFP's/IBID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/IBID, in its best interest.

TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/IBID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the work for which their RFP/IBID has been submitted, or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/IBID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/IBID price or the RFP/IBID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/IBID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/IBID will not relieve the Bidder from including any required documents with this RFP/IBID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/IBID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Financial Services Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/IBID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the Boards.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/IBID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/IBID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/IBID must be submitted. The Proposer/Bidder shall state in the RFP/IBID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/IBID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/IBID FORM. In the event that there is a discrepancy on the RFP/IBID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/IBID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/IBID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/IBID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/IBID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the Boards' representative (Financial Services Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"): The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Financial Services Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/IBID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/IBID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposal/Bid. RFP/IBID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

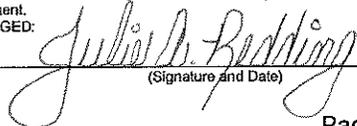
MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/IBID specification for any item(s). If RFP's/IBID's are based on equivalent products, indicate on the RFP/IBID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/IBID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/IBID's which do not comply with these requirements are subject to rejection. RFP's/IBID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/IBID FORM. The Financial Services Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Financial Services Manager, or designated representative.

QUANTITIES: The quantities as specified in this RFP/IBID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/IBID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

 5-8-13
(Signature and Date)

CONTRACTOR'S AFFIDAVIT

State of Florida
County of Sumter

Before me personally appeared **Julie A. Redding** who is (title) **President** of (the company described herein) **Wildwood Auto Repair & Wrecker Service, Inc.** being duly sworn, deposes and says that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known or Produced Identification _____

Sworn to and subscribed before me this 8th day of May, 2012

Natalie G. Cosson
NOTARY PUBLIC - STATE OF FLORIDA
(Signature of Notary Public)

Natalie G. Cosson
(Print Name of Notary Public)

(seal)



This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

REFERENCE OF SIMILAR PROJECT EXPERIENCE

Owner / Business Name: NASH, INC.		
Project Location / Address: 3494 N. US Highway 301		
City: Wildwood	State: Florida	Zip Code: 34785
Point of Contact: Monte Wilson		Dates of Work: 2001
Phone Number: (352) 748-1454		Fax Number:
E-mail Address:		
Project Name:		
Brief Description of Project: Repairs, Preventative Maintenance & Towing.		

Owner / Business Name: RURAL/METRO AMBULANCE		
Project Location / Address: 4728 Old Winter Garden Road		
City: Orlando	State: Florida	Zip Code: 32811
Point of Contact: Christine Hill		Dates of Work: 2011
Phone Number: (352) 446-6293		Fax Number:
E-mail Address:		
Project Name:		
Brief Description of Project: Preventative Maintenance & Towing		

Owner / Business Name: SUMTER COUNTY ANIMAL SERVICES		
Project Location / Address: 819 County Road 529		
City: Lake Panasoffkee	State: Florida	Zip Code: 33538
Point of Contact: Kim		Dates of Work: 2009
Phone Number: (352) 793-1470		Fax Number:
E-mail Address:		
Project Name:		
Brief Description of Project: Repairs, Preventative Maintenance & Towing.		

This document must be completed and returned with your Submittal

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, **Wildwood Auto Repair & Wrecker Service, Inc.**

(Print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Julie A. Bedding
 Authorized Signature
May 08 2012
 Date Signed

State of: **Florida**

County of: **Sumter**

Sworn to and subscribed before me this 8th day of May, 2012

Personally known or Produced Identification _____
 (Specify Type of Identification)

Natalie Cosson
 Signature of Notary

My Commission Expires June 15, 2014

(seal)



This document must be completed and returned with your Submittal

STATEMENT OF "NO PROPOSALS"

PROPOSAL DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each Proposal Package or alternate RFP submitted:

- ❑ RFP Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the vendor.
- ❑ Proposer's Certification / Addenda Acknowledgement Form.
- ❑ Qualification Form for Board of Sumter County Commissioners
- ❑ Statement of Terms and Conditions - statement must be signed and returned with the RFP form.
- ❑ A sworn, notarized Statement of Reference and Similar Project Experience Form.
- ❑ A sworn, notarized Drug Free Work Place Certificate must accompany each Proposal Package or alternate RFP.
- ❑ A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Proposal Form (if applicable).
- ❑ Proposal Document Checklist of Items Required to be Submitted.
- ❑ Cost Proposal Form and Additional Information Required sheet included in the Scope of Services.
- ❑ One (1) original, one (1) electronic version on a CD or Flash Drive of the original RFP in its entirety not password protected, and three (3) copies of the original RFP packet.
- ❑ A Certificate of Insurability, acceptable to the County, shall accompany each Qualification or alternate proposal, in the amounts as prescribed by State and Sumter County BOCC
 - Liability Insurance: The submitter shall purchase and maintain such insurance as will protect him/her from claims which may arise out of or result from the vendor's operations under the terms and conditions of the RFP. Liability insurance shall be obtained at the vendor's expense and in his/her name as the insured, which Certificate shall show Sumter County Board of County Commissioners as additional name insured. Liability insurance shall be provided on a form approved by Sumter County Board of County Commissioners and shall include endorsements for contractual liability and such other endorsements appropriate for the work required by this RFP as may be required by the Sumter County BOCC. The limit of liability for this coverage shall not be less than \$1,000,000 single event limit.
 - Automobile Liability Insurance covering all automobiles and trucks the vendor may use in connection with this RFP. The limit of liability for this coverage shall not be less than \$500,000 CSL per occurrence for bodily injury and property damage. This is to include owned, hired, and non-owned vehicles.
 - Workers' Compensation Insurance, as required by the State of Florida.

Each submitted invoice will include an itemized description of work performed and will contain a completed Preventive Maintenance Incremental Inspection Report. The bidder is to provide sample detailed invoice documents with their proposal.

Under no circumstances will work be performed that is not authorized in advance by the Fleet Manager. Any such work performed will be at the Contractor's risk and expense.

These costs will be referred to as the target cost. Note: The County has the right to reject the quoted estimate if it is deemed unreasonable. The County also reserves the right to obtain quotes from other contractors if it is deemed to be in the County's best interest to do so.

PRICING DETAIL SHEET - Commercial Duty Trucks and Heavy Equipment

INCREMENTAL MAINTENANCE SERVICE, VEHICLE PARTS, REPAIR

Flat Rate Preventative Maintenance Service

(Commercial duty trucks and heavy equipment - Gasoline) \$ **149.99**

(Commercial duty trucks and heavy equipment – Diesel) \$ **249.99**

Hourly rate for repair and service (For any items not included in the incremental maintenance services above) \$ **72.50** (per hour)

Parts discount from List Price **10** %

Note: Parts discount will not be considered during selection scoring

Additional or Special Fees (explain below) \$ **N/A**

PRICING DETAIL SHEET - Medium Duty Vehicles

INCREMENTAL MAINTENANCE SERVICE, VEHICLE PARTS, REPAIR

Flat Rate Preventative Maintenance Service

(Commercial duty trucks and heavy equipment - Gasoline) \$ **149.99**

(Commercial duty trucks and heavy equipment – Diesel) \$ **149.99**

Hourly rate for repair and service (For any items not included in the incremental maintenance services above) \$ **72.50** (per hour)

Parts discount from List Price **10** %

Note: Parts discount will not be considered during selection scoring

Emergency call out fee (if applicable) \$ **0.00 (No Call Out Fee)**

Additional or Special Fees (explain below) \$ **None** (Light and Medium Duty Vehicles)

Identify any service/maintenance included in price that is not identified as being a required service of this bid.

Name/Telephone/Cell of emergency contact: Wayne or Julie Redding (352) 748-1716 (answered 24/7)

Any additional comments or pricing you would like to indicate:

Additional Information Required:

(1) Is your organization currently certified to provide Emergency Vehicle Technician (EVT) service?
Yes **XX**No

(2) I understand that if awarded this contract I must meet EVT requirements by October 31, 2012
XXYes No

(3) Describe your plan to receive vehicles delivered by the recipient of the Towing/Road Service contract:
Our company is contracted with Sumter County Fire Rescue for towing.

(4) Describe your warranty / guaranty policy:
We honor all manufacturers warranties on parts & charge no labor to install all warranted parts.

(5) Provide a sample invoice to include an itemized description of work performed and a completed Preventative Maintenance Incremental Inspection report.



CERTIFICATE OF LIABILITY INSURANCE

WILDW-1

OP ID: AC

DATE (MM/DD/YYYY)
03/21/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chase Insurance Agency Inc P O Box 17497 Plantation, FL 33318-7497 RICK CHASE	954-792-4300 954-791-9344	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Nova Casualty Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC # 42552
INSURED Wildwood Auto Repair & Wrecker Service Inc P O Box 645 Wildwood, FL 34785			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		TIP CL 0011222-0	03/02/12	03/02/13	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			TIP CL 0011222-0	03/02/12	03/02/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTH-ER
A	Garagekprs Legal			TIP CL 0011222-0	03/02/12	03/02/13	\$500 Ded 120,000
A	On Hook & Cargo			TIP CL 0011222-0	03/02/12	03/02/13	\$1000 Ded Varies

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Garagekeepers Legal Liability \$120,000 w/ 500/2500 ded for location located @ 1190 S Main St, Wildwood, Fl. 34786. Additional Insured in favor of certificate holder.

CERTIFICATE HOLDER **CANCELLATION**

SUMTC02

Sumter County Board of County Commissioners
 7375 Powell Rd Ste 206
 Wildwood, FL 34785

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

R. H. Chase

03/21/2012 14:49 FAX/EX NO. 74131-2102



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/18/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Florida, Inc. 900 N 14th Street PO Box 491636 Leesburg FL 34749-1636	CONTACT NAME: Nadya Kohlweiss PHONE (A/C, No. Ext): (352) 787-2431 FAX (A/C, No): (352) 787-9922 E-MAIL ADDRESS: Nadya.Kohlweiss@bblesburg.com PRODUCER CUSTOMER ID #: 00004456
INSURED Wildwood Auto Repair & Wrecker Services Inc. P.O. Box 645 1190 S Main Street Wildwood FL 34785	INSURER(S) AFFORDING COVERAGE INSURER A: Chartis Casualty Company NAIC # 40258 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 11-12 WC REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A WC005690075	5/13/2011	5/13/2012	WC STATU-TORY LIMITS OTH-ER EL. EACH ACCIDENT \$ 100,000 EL. DISEASE - EA EMPLOYEE \$ 100,000 EL. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER (352) 689-4436 Sumter County Board of County Commissioners Chris Morrison 7375 Powell Road Ste 206 Wildwood, FL 34785	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE B Brooks, CIC, CFCU/N <i>Thomas C. Brooks</i>
--	---

Wildwood Auto Repair & Wrecker Inc.

1190 South Main Street
Wildwood, FL 34785
MVR# MV-05798
(352) 748-1716

Invoice

Date	Invoice #
5/8/2012	7400

Bill To
Sumter County Fire Rescue 7375 Powell Road, Suite 215 Wildwood, FL 34785

Quantity	Description	Rate	Amount
1	PM Service w/ EVT Inspection (COMMERCIAL DUTY & HEAVY EQUIPMENT)	249.99	249.99
1	Oil Filter 42.33 (-10%)	38.10	38.10
1	Fuel Filter 48.63 (-10%)	43.77	43.77
1	Water Seperator Filter 27.43 (-10%)	24.69	24.69
1	Air Dryer Filter 93.48 (-10%)	84.13	84.13
	2007 Kenworth Fire Truck (UNIT # 328) ENGINE - 33 VIN # 2NKMHZ8X07M170421		
Thank you for your business.		Total	\$440.68

PART 2 EVALUATION AND AWARD

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's Experience and References	_____		<u>0.10</u>		_____
2. Warranty / Guarantee	_____		<u>0.15</u>		_____
3. Completeness of Proposal	_____		<u>0.20</u>		_____
4. Possess Emergency Vehicle Technician Certification	_____		<u>0.05</u>		_____
5. Price					
(a) Contracted Services	_____		<u>0.40</u>		_____
(b) Travel for Emergency or Non-Contracted Services	_____		<u>0.10</u>		_____

SCORE:

0 = Non-Responsive (Does not comply)

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent (Fully Complies)

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to BOCC approval.

The Selection Committee will meet to discuss Proposals on May 14, 2012 at 11:00 a.m. in Room 110 located within The Villages Sumter County Service Center.

The Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners on May 22, 2012.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

Sumter County Fire & EMS

Preventive Maintenance Incremental Inspection Report

(In-Service Fire Apparatus)

Inspection Date: 5/8/12

Apparatus No.: _____

Apparatus

Chassis

Manufacturer:	Make: <u>Kenworth</u>
Model:	Model: <u>Engine</u>
Serial No:	VIN: <u>2NKMH78XD7M17D421</u>
Hourmeter:	Odometer: <u>43,000</u>

Legend:

- X = Acceptable visually checked R = requires repair or adjustment
U = Unsafe condition requires repair prior to use C = Corrected N/A = Not Applicable

CHASSIS INSPECTION

Engine and Cooling Systems:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Oil level and condition | <input checked="" type="checkbox"/> Battery cables and clamps |
| <input checked="" type="checkbox"/> Oil leaks | <input checked="" type="checkbox"/> Battery fluid level |
| <input checked="" type="checkbox"/> Coolant leaks | <input checked="" type="checkbox"/> Battery terminal voltage <u>14.2</u> volts |
| <input checked="" type="checkbox"/> Antifreeze protection | <input checked="" type="checkbox"/> Chassis grounds and connections |
| <input type="checkbox"/> Coolant additive level | <input checked="" type="checkbox"/> Starter motor cable condition |
| <input checked="" type="checkbox"/> Fuel system for leaks | <input checked="" type="checkbox"/> Starter motor operation |
| <input checked="" type="checkbox"/> Fuel system plumbing condition | <input checked="" type="checkbox"/> Fan mounting bolts and adjustment |
| <input checked="" type="checkbox"/> Power steering fluid level | <input checked="" type="checkbox"/> Fan shroud clearance and condition |
| <input checked="" type="checkbox"/> Power steering pump and plumbing | <input checked="" type="checkbox"/> Fan clutch and shutters operation |
| <input checked="" type="checkbox"/> Coolant hose condition and leaks | <input checked="" type="checkbox"/> Air filter element condition |
| <input checked="" type="checkbox"/> Alternator mounting brackets | <input checked="" type="checkbox"/> Air intake tubes and hoses |
| <input checked="" type="checkbox"/> Alternator connections | <input checked="" type="checkbox"/> All belts condition and adjustment |
| <input checked="" type="checkbox"/> Charging system output <u>14.2</u> volts | <input checked="" type="checkbox"/> After-cooler or intercooler tubes and hoses |
| <input checked="" type="checkbox"/> Auxiliary cooler connections | <input checked="" type="checkbox"/> Motor mount condition |
| <input checked="" type="checkbox"/> Battery condition and hold downs | <input checked="" type="checkbox"/> Radiator cap pressure |

Comments on engine and cooling systems inspection:

Cab and Body

Cab

- Cab mounting and tilting mechanism
- Cab frame and sheet metal
- Cab hoist motor solenoid volt drop 12 volts
- Door mounting and latches
- Cab glass condition
- Cab seat condition and mounting
- Seat belt condition and mounting
- Steering wheel mounting and alignment
- Horn operation
- Heater and defroster operation
- Throttle controls and linkage
- Window operation

- Auto transmission shift controls
- Manual transmission shift controls
- Clutch pedal linkage
- Clutch pedal free play
- Windshield wipers and washers
- Mirror condition and mounting

Body

- Compartment door latches
- Compartment door and hinge condition
- Body compartment condition
- Step and auxiliary equipment condition

Comments on cab and body inspection:

Cab and Body Electrical

- Headlight and high beams
- Parking and clearance lights
- Tail and stop lights
- Backup lights and alarm
- Turn signal and hazard operation
- Cab spot lights operation
- Auxiliary light operation
- Front warning lights
- Rear warning lights

- Compartment lights
- Siren operation and mounting
- Siren solenoid voltage drop 12 volts
- Voltage drops of all solenoids

List solenoids and voltage drops below

Solenoid	Voltage Drop

Chassis and Components

Fluid Levels

- Lubricate chassis
- All fluid levels

Steering

- Steering linkage and tie rods
- Steering box condition
- Steering system plumbing for leaks
- Manual steering box fluid level

Transmission

- Auto trans fluid level
- Auto trans mounting and condition
- Auto trans and plumbing for leaks
- Auto trans lockup system
- Manual trans oil level
- Manual trans mounting
- Manual trans for leaks

Fuel

- Fuel tank and plumbing for leaks
- Fuel tank mounting

Tires/Wheels

- Tire and wheel conditions
- Lug nuts for torque
- Tire tread depth FRONT: 9/32 REAR: 11/32
- Tire air pressure FRONT: 100 REAR: 110

Driveline

- Driveline U-joints and yokes
- Driveline carrier bearings
- Differential oil level and leaks

Front Axle

- Front spring and shock condition
- Front wheel bearings and king pins

Rear Axle

- Rear spring condition
- Rear spring torque tubes and shocks
- Axle flanges for leaks and tightness
- Frame rails and cross members

Brakes

- Brake condition (amount of material) LOD 0/10
- Brake adjustment and operation
- Air brake valves and tanks
- Lubricate brake pedal pivot pin
- Drain air tanks and check air dryer
- Air brake lines and chambers
- Hydraulic brakes for leaks
- Hydraulic brake components
- Hydro-vac operation and mounting
- Parking brake operation

Exhaust system

- Exhaust system and muffler

Comments on chassis and components inspection: