TOWN OF SMITHFIELD

"The Ham Capital of the World"

September 13, 2019

Invitation to Bid
Vehicle Maintenance Services

The Town of Smithfield, Virginia (Town) intends to enter into a three (3) year contract to begin on November 6, 2019, with a qualified firm to perform a variety of vehicle maintenance services as described in the Town's Invitation to Bid (ITB) dated September 13, 2019. In this regard, the Town will accept sealed proposals for such services until 5***:00 PM, Friday, October 11, 2019***. The Town shall not accept any proposals after this date/time for any reason. **Proposers must be physically located within a 10 mile radius of the Town of Smithfield.** You must submit your proposal in a sealed envelope clearly marked on the outside "*Proposal for Vehicle Maintenance Services.*"

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

You must complete the following information and return this page with your proposal:

Name and Address of Proposer:

_____ Date:_____

_____ By:_____
(*signature*)

_____ Printed Name:_____

Telephone #:_____ Title:_____

Potential proposers may ask questions about this ITB by writing to the above address or by contacting Jessie Snead, Public Works Superintendent, at (757) 365-4200 or jsnead@smithfieldva.gov.

The Town reserves the right to reject any and or all proposals if the Town deems it in its best interest.

The Town reserves the right to make a separate award of each line item, a group of items or all items, and to make an award either in whole or part, whichever is deemed in the best interest of the Town.

Town of Smithfield, Virginia
Invitation to Bid – Vehicle Maintenance Services
September 13, 2019

Section 1. Introduction

The Town of Smithfield, Virginia (Town) intends to enter into a three (3) year contract to begin on November 6, 2019 with a qualified firm to perform vehicle maintenance work as described in this Invitation to Bid (ITB). With this ITB, the Town invites such firms to submit to the Town written proposals for these services. The Town's list of vehicles is attached.

Section 2. Scope of Services

The scope of services under this contract includes, but is not limited to, the following tasks:

1) Routine Maintenance
   a) Standard synthetic blend oil change to also include checking and topping off all fluids
   b) Full synthetic oil change to also include checking and topping off all fluids
   c) Two wheel alignment
   d) Four wheel alignment
   e) Mounting and balancing of tires
   f) Rotating tires
   g) State inspections

2) Repairs
   a) Mechanical hourly rate
   b) Discount percentage off list price for parts
   c) Body repair hourly rate
   d) Body repair material rate
   e) Month and/or miles warranty for parts and labor

3) Towing
   a) Towing vehicle from vehicle location (within Town limits) to contractor's business or to a Town facility.

The successful respondent should realize that additional work outside of the services listed above may be requested by the Town.

Tires will be purchased directly through Tire Hub. The Town has an account with Tire Hub and will pay Tire Hub directly. The successful respondent will be required to initiate transactions through Tire Hub on behalf of the Town. Tire Hub bills the Town directly for tires.

Routine maintenance service for all vehicles is to be scheduled with contractor and shall be performed within 48 hours of the scheduled time and date. General repair services shall be scheduled as soon as possible based upon the repair necessary, with the contractor providing a completion date at the time service is scheduled. First responder vehicles are vital to the safety of residents, and therefore, require priority care. These vehicles require all services to be completed the same day. If it is not possible to complete the same day, Town personnel shall be notified as soon as possible of the anticipated timing of repair. First responder vehicles must be kept inside of buildings when housed overnight.

Police vehicle tows will require a response time of 20 minutes or less.

Section 3. Proposer Requirements

The Town will only consider proposals received from firms who hold a current business license, are properly licensed/registered to operate in the State of Virginia, and who have been working in the Auto Repair business for at least two (2) years. **Proposers must be physically located within a 10 mile radius of the Town of Smithfield.**

Section 4. Proposal Requirements

You must include the following items in your written proposal:

1. A cover letter outlining the following organizational information:

    - Name of company (or other business entity) submitting proposal
    - Type of business entity (i.e. corporation or partnership)
    - Place of incorporation
    - Date of incorporation
    - Number of years business has been working in the Auto Repair business
    - Name, location and telephone number of the firm's representative to contact regarding all matters pertaining to the proposal
    - If the proposer intends to subcontract any of the work set forth in this ITB, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
    - Copy of current business license
    - State Corporation Commission Identification Number

2. Cost to provide services as outlined in Section 2. Please provide fixed costs for each service outlined in Section 2.

Section 5. Instruction for the Submission of Proposals

1. Deadline for Submission of Proposals

All respondents to this ITB must submit their proposals in a sealed envelope to the Town Manager's Office no later than 5:00 PM, Friday, October 11, 2019. The Town will not consider any proposal that arrives in the Town Manager's Office after 5:00 PM, on Friday, October 11, 2019. The respondent (proposer) is solely responsible for ensuring that his or her proposal arrives in the Town Manager's Office by the date/time deadline set forth in this ITB.

2. Address for Submitting Proposals

Please address the envelope containing your proposal to Brian S. Thrower, Town Manager, with the title "*Proposal for Vehicle Maintenance Services*" labeled on the outside of the envelope.

If you hand deliver your proposal, then please use the following street address:

Brian S. Thrower
Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Brian S. Thrower
Town Manager
Post Office Box 246
Smithfield, VA 23431

Please Note: Your proposal must include the cover sheet to the ITB.

3. *Number of Copies to Submit*

Please submit at least five copies of your proposal.

4. *Expense for Preparing Proposals*

The Town is not responsible for any expenses incurred by the respondents to this ITB in preparing and submitting a proposal.

5. *Questions Pertaining to this ITB*

Please direct all questions and inquiries to Jessie Snead, Public Works Superintendent, at (757) 365-4200 or jsnead@smithfieldva.gov.

6. *Town's Right to Reject Proposals*

The Town of Smithfield has the sole right to reject any or all of the proposals it receives in response to this ITB.

7. *Award*

The award will be made to the lowest responsive and responsible bidder. The Town reserves the right to make a separate award of each line item, a group of items or all items, and to make an award either in whole or part, whichever is deemed in the best interest of the Town.

8. *Fee Structure*

The fee structure submitted with this ITB shall remain in effect throughout the term of the contract. Please factor this into your proposal. The Town will not amend fees during the term of the contract.

Section 6. Evaluation of Proposals

The Town will evaluate the proposals using the following:

1. Cost of providing services as outlined in Section 2 of this ITB. Please provide fixed costs for each service outlined in Section 2.

Section 7. Insurance and W-9 Form

The successful respondent shall be required to submit certificates of insurance (liability and workers compensation) and a completed W-9 form.

First Responder Vehicles Indicated by *	Department	Vehicle
*	Police Dept	2011 Ford Explorer
*	Police Dept	2013 Ford Taurus
*	Police Dept	2013 Ford Explorer
*	Police Dept	2013 Dodge Charger
*		2013 Dodge Charger
*	Police Dept	2014 Dodge Charger
*	Police Dept	2014 Dodge Charger
*	Police Dept	2014 Dodge Charger
*	Police Dept	2015 Dodge Charger
*	Police Dept	2015 Dodge Charger
*	Police Dept	2015 Dodge Charger
*	Police Dept	2016 Dodge Charger
*	Police Dept	2016 Dodge Charger
*	Police Dept	2016 Dodge Charger
*	Police Dept	2017 Ford Explorer
*	Police Dept	2017 Ford Explorer
*	Police Dept	2017 Ford Explorer
*	Police Dept	2019 Ford Explorer
*	Police Dept	2019 Ford Explorer
*	Police Dept - SV	1998 GMC Van
*	Police Dept - SV	2002 HD FLHTPI - Motorcycle
*	Police Dept - SV	2004 HD FLHTPI - Motorcycle
*	Police Dept - SV	2016 HD FLHTPI - Motorcycle
*	Police Dept - SV	2016 HD FLHTPI - Motorcycle
*	Police Dept - SV	2012 Ford F550
*	Police Dept - SV	1010 Venture - Boat Trailer
*	Police Dept - SV	2005 Smart LP - Speed Trailer
*	Police Dept - Spares	2008 Ford Explorer
*	Police Dept - Spares	2011 Dodge Charger
*	Police Dept - Spares	2011 Dodge Charger
*	Police Dept - Spares	2011 Ford Crown Vic
*	Police Dept - Spares	2013 Dodge Charger
*	Police Dept - Spares	2014 Dodge Charger
*	Police Dept - Spares	2011 Dodge Charger

First Responder Vehicles Indicated by *	Department	Vehicle
*	Public Works	2012 Ford F250
*	RO Plant	2008 Ford F150
*	Public Works	2015 Ford - Supercab- F350
*	Public Works	2014 Ford Truck
*	RO Plant	2006 Ford Truck Pickup
*	Public Works	2007 Ford F350
*	Public Works	2011 Ford F250 Pickup
*	Public Works	2010 Ford Utility Truck
*	Public Works	2013 Ford F350
*	Public Works	2015 Ford F350
*	Public Works	2016 Ford F150 Pickup
*	Public Works	2017 Ford F450
*	Public Works	2018 Ford F450
	Public Works	2005 Ford Truck Pickup
	Public Works	1999 Ford Truck Pickup
*	Public Works	2007 Ford F450 Pickup
	Public Works	2002 Ford Truck Pickup
	Engineering	2003 Ford Truck Pickup
	PW/Planning	2005 Ford Explore
	PW/Planning	2005 Ford Crown Vic
	TM	2008 Dodge Charger
	Smfd Center	2005 Dodge Van