

BID FORM – OIL CHANGE SERVICES - OCFC FLEET

Oldham County Fiscal Court

Attn: Melissa Horn, County Treasurer
100 West Jefferson Street, Suite 4
LaGrange, Kentucky 40031

Contractor: _____

Address: _____

City, State, Zip: _____ Phone Number: _____

Total Not to Exceed Bid Price Per Unit: \$ _____

(Signature) / (Title) (Date)

Requirements for bidding (these requirements become part of the contract for the successful bidder):

Project Scope:

- Bidder shall price Oil Change services per vehicles as outlined on attached sheets.
- By making a bid the applicant stipulates that they understand the scope of work required and stated.
- Any questions or differences or clarification must be brought to the attention of Joe Hamilton, Fleet Manager for Oldham County Fiscal Court, at jhamilton@OldhamCountyKy.gov.
- All bidders must provide a warranty for all workmanship performed on Oldham County Fiscal Court vehicles.
- To be considered for this request, the office of the County Treasurer must receive a complete bid package using this form by **October 14, 2016, 12:00 pm**.
- Bids should be submitted in a sealed envelope with the company name, street address, bid due date and project name: **OIL CHANGE SERVICES- OCFC FLEET** clearly marked. Bid should be delivered to Melissa Horn, County Treasurer at the above address.
- Oldham County reserves the right to make adjustments in the field. Change Orders must be used and approved in advance if any price difference is incurred.
- All bidders and their employees, assigns, subcontractors, etc. must be fully covered by Workers Compensation. Certificate of Liability Insurance must be included with the bid.
- All bids must be signed.
- Successful bidders must be in good standing with the Kentucky Secretary of State, the Kentucky Revenue Cabinet and must not be excluded from federal work. These requirements must be adhered to by all Kentucky and out of state corporations, limited liability companies, professional services corporations, nonprofit corporations, limited partnerships and business trust. Sole proprietorships must be registered with the county where the business is located. A certificated copy of the registration must be included with the bid. Sole proprietors must not be excluded from federal work and should not have outstanding indebtedness with the Kentucky Revenue Cabinet.
- Bids will be opened on October 18, 2016 during the scheduled, public Fiscal Court meeting.
- **Oldham County Fiscal Court reserves the right to waive any irregularities and/or reject any bids based on predetermined criteria of: past performance, cost, comprehensiveness of bid proposal, etc.**

SPECIFICATIONS FOR OIL CHANGE SERVICES

1. General:

Oldham County Fiscal Court operates a fleet of motor vehicles. Oldham County Fiscal Court is contracting for certain services from commercial vendors.

The Oldham County Fiscal Court by means of this bid specification, seeks to establish a unit price contract(s) (with one or more vendors) to perform periodic maintenance on Oldham County Fiscal Court automobiles, light trucks, and vans. Such contracts would not be exclusive, but would be supplemental to services performed in house by Oldham County Fiscal Court. This contract is initially envisioned for sedans, SUV's, and light trucks, but the contract prices may be applied to other similar vehicles owned by Oldham County Fiscal Court as well.

2. Scope of Work:

The successful vendor shall provide "while you wait" type oil change service for Oldham County Fiscal Court vehicles. The work required shall include:

- A. Drain motor oil from vehicle.
- B. Remove oil filter.
- C. Replace oil filter with new oil filter of size and type recommended by the vehicle manufacturer.
- D. Replace air filter with new filter of size and type recommended by vehicle manufacturer as needed.
- E. Fill the oil reservoir to the appropriate level with new oil product, of the type and viscosity recommended by the vehicle manufacturer.
- F. Check oil level by dip-stick reading to ensure that the level is full.
- G. Lube all fittings, and report on work order any fittings that will not take grease.
- H. Record service date, vehicle "Vehicle Identification Number" (VIN), license number, odometer reading (whole miles) dept. ID, and obtain driver signature.
- I. Place sticker in vehicle in upper left corner of windshield indicating date of service and showing a future odometer reading of 5,000 miles higher than the current reading, as an indicator of next due oil change interval.
- J. Check all fluid levels: tire pressure and other simple maintenance items. Add any fluids as "low" level, and report to operator.

3. Monthly Billing:

Within 5 days of month's end, vendor shall submit to Oldham County Fiscal Court an invoice showing the number of oil changes performed, and at the unit prices contracted for. The invoice shall include a copy of the data sheets(s) listing vehicle number, license number, odometer reading, department ID and bearing driver signature. Oldham County Fiscal Court may request that an electronic copy of the invoice be submitted as well, in a format that is transferable to Oldham County Fiscal Court's fleet database or other Oldham County Fiscal Court software.

4. Payment Terms:

Payment terms shall include an early payment discount with the NET bill due in 30 days.

5. Official Oldham County Fiscal Court vehicles Only:

The Oldham County Fiscal Court vehicles typically brought in for service will be officially marked vehicles, bearing markings and/or carrying official plates. The Oldham County Fiscal Court government does operate some unmarked vehicles with conventional plates. The vendor should request additional verification of a vehicle ownership if it does not appear to be an official vehicle.

6. Hours of Operation:

The hours of operation sought should include at least 8 hours per day, Monday through Friday. Hours of operation beyond 8:00 A.M. – 5:00 P.M. are desirable, if possible.

7. Contract Period:

The unit price contract shall be in effect for one year, and shall include a renewal option for up to four (4) additional 1-year periods, if agreeable to both Oldham County Fiscal Court and vendor.

8. Insurance Requirements:

Prior to contract approval, a successful bidder shall provide proof of insurance of the type and minimum limits set forth below:

- A. Workers Compensation Insurance – Statutory
- B. Unemployment Insurance – Statutory
- C. General Liability
 - \$500,000 Bodily Injury
 - \$500,000 Property Damage

9. Tax Exempt:

Services and products to be billed to Oldham County Fiscal Court are exempt from Kentucky sales tax. The calculation of all invoices, bills and statements should reflect this exemption.

10. Bid Evaluation Criteria:

Bids will be evaluated on the basis of price, adherence to the desired scope of work, store location(s) in relation to Oldham County Fiscal Court facilities, and the bidder's apparent ability to perform the specified work in a timely and professional manner.