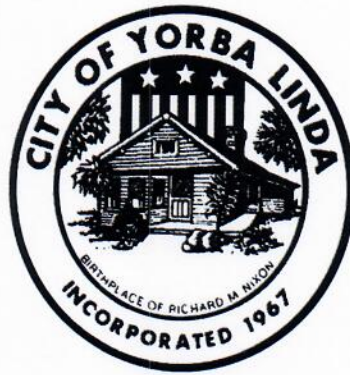


CITY OF YORBA LINDA CALIFORNIA
SPECIFICATIONS FOR
FLEET MAINTENANCE SERVICES



SEPTEMBER 2021

CITY OF YORBA LINDA
4845 CASA LOMA AVENUE
YORBA LINDA, CALIFORNIA 92885

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**CITY OF YORBA LINDA
NOTICE INVITING BIDS
FOR
FLEET MAINTENANCE SERVICE**

I. PURPOSE OF REQUEST.

The City of Yorba Linda ("City") is requesting proposals for furnishing maintenance and repair services, including all labor, parts and material necessary for the various classifications, types and makes/models of vehicles. Please note that this would not be an exclusive maintenance contract. All bid items must be completed on the proposal bid sheet for the bid to be responsive. A list of existing city vehicles is attached herein as EXHIBIT "C". The number, make/model and composition of vehicles may change without prior notice. The Unit Bid Price shall include the pickup and return of the vehicles from the City Corporate Yard. Proposers shall be located in the general area of Yorba Linda, within a ten (10) mile radius of City's Corporate Yard located at 4751 Eureka Ave. are preferred.

II. TIME SCHEDULE.

It is the City's intent to follow the following process and timetable, resulting in the selection of a vendor. **Proposals must be in writing in a sealed envelope and received by the City of Yorba Linda, City Engineer's Office 11:00 am on Monday, September 27, 2021**, via U.S. Mail, Fed Ex., UPS, or courier, or in persons. Proposals will not be considered after the listed deadline regardless of postmark.

III. INSTRUCTION TO BIDDERS

- A. All proposals must be addressed to:
Public Works Department
City of Yorba Linda
4845 Casa Loma Ave.
Yorba Linda, Ca, 92885
- B. All proposals must be in a sealed envelope and clearly marked: **"Fleet Maintenance Services"**. The name and address of the proposing business must be shown on the face of the envelope.

IV. TERMS AND CONDITIONS.

A. The term of the Contract shall be for a period of two-years and seven months beginning **November 2, 2021 and ending June 30, 2024**. The contract may be extended by the City, at its sole discretion, for one (1) additional two-year term. The contracted unit prices may be adjusted after each contract term, at the sole discretion of the City, and upon written request for an increase from Contractor ninety (90) days prior to the termination of the contract term. The same method of unit price adjustment shall apply to all future contract renewal years.

B. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

C. The City reserves the right to award the contract to the next most qualified bidder, if the successful bidder does not execute a contract within twenty-five (25) days after contract award.

D. The City reserves the right to award all or a portion of the required services to more than one qualified bidder at the City's sole discretion.

E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City. The City may modify this contract to suit the specific services and needs of the City. If a Bidder has any exceptions to the terms of the sample contract, these must be submitted for consideration with the proposal. Otherwise, the Bidder will be deemed to have accepted the form of the Agreement. The City will not consider changes to its indemnification and insurance.

V. COMPENSATION

Payment by the City for the services will only be made after the services have been performed and accepted by authorized City representatives. The City requires that all its vendors have a Department of Treasury Internal Revenue Service Form W-9 on file with the City to accommodate payment. Itemized billings shall be submitted upon completion containing information specifying work done. Payment will be approximately forty-five (45) days after receipt of invoice statement. Invoice (s) returned for credit or correction are not subject to this 45-day payment schedule.

VI. LICENSE REQUIREMENT

The Bidder must be licensed in the State of California with a valid Bureau of Automotive Repair License to perform the services included in this RFP. Contractor shall be responsible for securing a City Business License.

VII. INSURANCE REQUIREMENTS

Prior to execution of contract, Contractor shall provide City with insurance certificate(s) with additional endorsements evidencing commercial general liability and automobile liability insurance as prescribed in the contract, Workers' compensation insurance with a company of A.M. Best's Key Rating Guide rating of Grade B- or better and Class VII (seven) or better or offered by State Compensation Fund is acceptable.

VIII. CONTRACT DOCUMENTS

Complete sets of said contract documents are attainable at no cost from the **City of Yorba Linda, 4845 Casa Loma Avenue, Yorba Linda, CA 92885 in the Public Works Department.** Bid proposal can be emailed or mailed at the cost associated for the mailing.

IX. BIDDER'S INFORMATION

BIDDER certifies that the following information is true and correct:

Bidder's Name: YORBA LINDA MOBIL Telephone No. (714) 524-9273

Business Address 17591 YORBA LINDA BLVD, YORBA LINDA

Bidder's Name YORBALINDA MOSL

BID SHEET

Schedule No. 1----- Oil Change, Filter & Lube

No.	Oil Change, Filter & Lube	Annual Estimated QTY.	Unit	Unit Price	Total Cost
1.	Passenger & Light truck (1/2 ton/less) up to 6 quarts of oil per manufacture's vehicle recommendation weight and type.	42	EA.	39.95	\$1677.90
2.	¾ Ton truck and above truck, up to 7 quarts of oil per manufacture's vehicle recommendation weight and type.	50	EA.	49.95	2497.50
				Total Cost =	4,175.40

Schedule No. 2-----Repair Work

No.	DESCRIPTION	Annual Estimated QTY.	Unit	Unit Price	Total Cost
3.	Front or Rear brake replacement Passenger & Light duty truck (1/2 ton/less) to include labor, brake pads & turning rotors.	10	EA.	270.00	2,700.00
4.	Front or Rear brake replacement ¾ Ton truck and above truck, to includes labor, brake pads &	10	EA.	320.00	\$3,200

5.	Air Conditioning Service.	3	EA.	\$89.95	\$269.85
6.	Freon per pound.	12	LBS.	\$25.00	\$300
7.	Battery-- Passenger & Light duty truck (1/2 ton/less) to include labor to install.	5	EA.	119.99	599.95
8.	Battery-- 3/4 Ton truck and above to include labor to install.	6	EA.	129.99	779.94
9.	Smog Inspection	20	EA.	49.95	999.00
10.	Wheel Alignment	8	EA.	79.95	639.60
11.	Labor	200	HR.	100	20,000.00
				TOTAL COST =	29,488.34

Add Schedules 1 and 2 for Total Cost: 33,663.74

Total Cost in Words: THIRTY THREE THOUSAND SIX HUNDRED SIXTY THREE & SEVENTYFOUR CENTS

Tires & Parts

Shall be your cost, plus not to exceed 15% mark- up.

Note: The estimated quantities listed in the Proposal Bid Sheets are approximate and are to be used only as comparison of bids. Please note that this would not be an exclusive maintenance contract. Payment will be made based on actual work done. If the actual quantities show either an increase or decrease from the quantities given in the Proposal Bid Sheet, the Contract Unit Prices will prevail. Full compensation will be paid at the contract unit price for the actual work completed, and no additional compensation will be allowed therefor. Payment will not be made for rejected parts or labor time. The Unit Bid Price shall include the pickup and return of the vehicles to the City Corporate Yard.