

**REQUEST FOR PROPOSAL**

**FLEET VEHICLE MAINTENANCE**

**SERVICES**

**FOR**

**KERRVILLE PUBLIC UTILITY BOARD**



Prepared by:  
Howard Hall  
Supervisor, Field Services

## Request for Proposal

October 7, 2022

Kerrville Public Utility Board is issuing RFP (Request for Proposal) for Fleet Vehicle Maintenance Services for a five year term beginning November 1, 2022 and ending November 1, 2027.

Sealed Proposals: Vendor will delivery one (1) original to the following address:

**Attn: Damon Richardson**  
**Kerrville Public Utility Board**  
**2250 Memorial Blvd**  
**Kerrville, TX 78028**

**By 10:00 a.m. on Monday October 24, 2022**

The submission shall include the entire Request for Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late bid and are not acceptable.

- The envelope must clearly be marked “**SEALED RFP**”.
- Please direct purchasing and procedural questions regarding this RFP to Damon Richardson, at 830-257-3050 or [drichardson@kpub.com](mailto:drichardson@kpub.com) please direct technical questions regarding this RFP to Howard Hall, at 830-792-8215 or [hhall@kpub.com](mailto:hhall@kpub.com)

Thank you for your interest.

### **I. Proposal**

Definitions:

“K PUB” Kerrville Public Utility Board.

“Bidder” an individual or business submitting a bid to Kerrville Public Utility Board.

“Contractor” one who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal: KPUB is considering the use of qualified experienced local service providers for vehicle maintenance, preventative maintenance and repair services for KPUB owned and operated vehicles. The Fleet Services unit currently manages the maintenance and operation of 33 vehicles, 7 pieces of equipment, and 12 trailers for KPUB.

### **II. Proposal Terms**

- A. KPUB reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, and other factors KPUB may consider. KPUB does not intend to award a bid fully on the basis of any response made to the proposal; KPUB reserves the right to consider proposals for modifications at any time before a bid would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet KPUB's specifications and needs.
- B. KPUB reserves the right to reject any and all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by KPUB to be in the best interest of KPUB even though not the lowest bid.
- C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of sixty (60) days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in one copy. To be considered, original proposal must be at the KPUB Purchasing Office on or before the date and time specified.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
- F. The price quotations stated in the bidder's proposal will not be subject to any price increase in the first year from date of contract unless a written letter is sent to the Purchasing Agent thirty (30) days prior to increase to become effective. Purchasing Agent and the Supervisor of Field Services or his/her designee has the authority to accept or deny the price increase.

### **III. Vendor Information**

The proposal MUST include all of the following information. Failure to include all of the required information may be considered non-responsive and may result in the disqualification of a Bidder.

- A. Vendor's qualifications to provide the Fleet Vehicle Maintenance services required by KPUB. Include, years in business, number of employees, and experience in providing these services. (Attach as Addenda A)

- B. Vendor will include a detailed description of their company's current: customer service, account management, call centers, reporting, and invoicing processes. (Attach as Addenda B)
- C. Vendor will provide employee certifications and company's certifications for providing the requested services. (Attach as Addenda C)
- D. Vendor will be responsible for payment of security screening as determined by KPUB. Any employee of the vendor will be subject to an approved background check before being allowed to service KPUB vehicles. (Attach as Addenda D)
- E. Vendor will provide at the three (3) references from current corporate or government customers purchasing similar sized fleet services. Include names, addresses, and phone numbers. (Attach as Addenda E)

#### **IV. Proposal Specifications**

##### **A. Background**

KPUB currently serves approximately 24,000 customers in the Kerrville/Kerr County area. The Operations department currently manages the maintenance and operation of 33 vehicles, 7 pieces of equipment, and 12 trailers.

##### **B. Scope of Work**

KPUB is seeking to enter into a three (5) year contract that will reduce the administrative and direct costs associated with the delivery of maintenance services related to the operating fleet. Lastly, KPUB is interested in receiving and maintaining statistical data and having reporting capability for all vehicle expenses.

###### **1. Fleet Vehicle Maintenance**

Bidder is requested to submit a cost and project proposal to provide Fleet Vehicle Maintenance for the routine preventive maintenance as well as mechanical repair for KPUB's vehicle fleet.

###### **2. Vehicle Maintenance Services**

KPUB requests these services are included in the proposal:

- All mechanical repairs shall be approved by an ASE Certified Mechanic
- Tire rotation, replacement and wheel alignment on vehicles 1 ton and under
- Oil, filters, and fluids
- Muffler and exhaust repair

- Routine Safety Inspections Upon Vehicle Service
- State required inspections
- Off hours availability
- Off premises repair/evaluation
- Expedite repairs to KPUB fleet to minimize down time

The Bidder must also include any and all charges that apply even if those are not explicitly mentioned in the Bid Sheet.

**V. Standard Provisions For Contracts**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to KPUB such as the following.

**Reporting of Contractor**

Section 1 – The Contractor is to report to the Supervisor of Field Services and/or his designee and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor’s name.

Section 3 – All reports made in connection with these services are subject to review and final approval by the Supervisor of Field Services.

Section 4 – KPUB may review and inspect the Contractor’s activities during the term of this contract.

Section 5 – When applicable, the Contractor will submit a final, written report to the Supervisor of Field Services.

Section 6 – After reasonable notice to the Contractor, KPUB may review any of the Contractor’s internal records, reports, and insurance policies.

**Term**

This contract begins on November 1, 2022 and ends on November 1, 2027.

### **Personnel**

Section 1 – The Contractor will provide the required services and will not subcontract or assign the services without KPUB’s written approval.

Section 2 – The Contractor will not hire any KPUB employee for any of the required services without KPUB’s written approval.

Section 3 – The Parties agree that the Contractor is neither an employee nor an agent for KPUB for any purpose.

### **Insurance Requirements**

The Contractor will be required to furnish KPUB with a certificate of insurance showing coverage limits not less than those listed below before providing services under this agreement, if awarded the contract. The certificate of insurance will list KPUB as an additional insured.

1. Worker’s Compensation Insurance as prescribed by the State of Texas  
General Liability      \$300,000/personal injury  
   \$300,000/occurrence  
   \$300,000/aggregate

### **Liability**

The successful bidder shall be liable for all damages incurred while in the performance of services pursuant to this request.

### **Compliance with Laws and Regulations**

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA requirements and the Americans with Disabilities Act.

### **Ownership of Documents and Publication**

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by Contractor must reference the project sponsorship by KPUB. Any publication of the information or results must be co-authored by KPUB.

### **Criminal Background Checks**

The Contractor will be responsible for payment of security screening as determined by KPUB. Any employee of the vendor will be subject to an approved criminal background check before servicing or providing services for any KPUB vehicle.

### **Termination of Contract**

Section 1 – Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

### **Payroll Taxes**

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect KPUB against such liability.

### **Practice and Ethics**

The parties will conform to the code of ethics of their respective national professional associations.

### **Changes in Scope or Schedule of Services**

Changes mutually agreed upon by KPUB and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

### **Choice of Law and Forum**

This contract is to be interpreted by the laws of Texas. The parties agree that the proper forum for litigation arising out of this contract is in Kerr County, Texas.

### **Extent of Contract**

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

### **Payment of Invoices**

Invoices must be submitted by the successful bidder to Kerrville Public Utility Board, Attn: Accounts Payable at ap@kpub.com . All invoices to be paid according to the terms of the Bid or purchase order executed by KPUB.

## BID SHEET

The Bidder shall furnish, but not be limited to, labor, materials, supplies and tools necessary to provide the fleet vehicle maintenance as outlined in Scope of Work.

	Costs
½ Ton Pickups	
Oil Change/Filter/Lube	_____
Safety Inspection (see *below)	_____
¾ Ton Pickups	
Oil Change/Filter/Lube	_____
Safety Inspection (see *below)	_____
1 Ton Pickups	
Oil Change/Filter/Lube	_____
Safety Inspection (see *below)	_____
Construction Trucks Greater Than 1 Ton	
Oil change/Filter/Lube	_____
Safety Inspection (see *below)	_____
All Vehicles and Equipment	
Labor Rates	_____
Flat repair (only on vehicles 1 ton and below)	_____
Tire Rotation	_____
Wheel Alignment	_____

\*Safety Inspections are required on all KPUB vehicles at time of maintenance. The following is a list of items to be checked for these vehicles.

Oil Change	Filters-Air and Oil	Drive Train	U-Joints
Brakes	Tires	Transmission	Fluids
Front Suspension & Steering	Rear Suspension	Belts/Hoses	Battery Connection/Acid
Exhaust	Springs/Shocks	Wipers	Lights

The Bidder must also include any and all charges that will apply, even if those charges are not explicitly mentioned in the proposal.



Other Charges:

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Below are a list of the vehicles and equipment owned and operated by KPUB at this time.

Description	Class
2006 FORD F-750 4X2 DIGGER-DERRICK	1 - HEAVY TRUCKS > OR = 1 TON
2008 FORD F-750 DIGGER/DERRICK	1 - HEAVY TRUCKS > OR = 1 TON
2013 FREIGHTLINER BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2014 FREIGHTLINER BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2014 FREIGHTLINER DIGGER-DERRICK	1 - HEAVY TRUCKS > OR = 1 TON
2016 FORD F-350 EXTENDED CAB 4x4	1 - HEAVY TRUCKS > OR = 1 TON
2016 DODGE 5500 BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2017 FREIGHTLINER DIGGER-DERRICK	1 - HEAVY TRUCKS > OR = 1 TON
2017 FORD F-350 EXTENDED CAB 4x4	1 - HEAVY TRUCKS > OR = 1 TON
2017 FORD F-350 EXTENDED CAB 4x4	1 - HEAVY TRUCKS > OR = 1 TON
2018 FREIGHTLINER BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2018 FREIGHTLINER WITH PRESSURE DIGGER	1 - HEAVY TRUCKS > OR = 1 TON
2018 FORD F-750 BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2020 FREIGHTLINER DIGGER-DERRICK	1 - HEAVY TRUCKS > OR = 1 TON
2020 FORD F-550 BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2022 FORD F-550 BUCKET TRUCK	1 - HEAVY TRUCKS > OR = 1 TON
2014 FORD F-150 SINGLE CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2015 FORD F-150 EXTENDED CAB 4x2	2 - LIGHT TRUCKS < 1 TON
2015 FORD F-350 SINGLE CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2016 FORD F-150 SINGLE CAB 4x2	2 - LIGHT TRUCKS < 1 TON
2016 FORD F-150 EXTENDED CAB 4x2	2 - LIGHT TRUCKS < 1 TON
2017 FORD F-150 SINGLE CAB 4x2	2 - LIGHT TRUCKS < 1 TON

2018 Ford F-150 SINGLE CAB 4x2	2 - LIGHT TRUCKS < 1 TON
2019 FORD F-350 SINGLE CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2019 FORD F-350 EXTENDED CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2019 FORD F-150 EXTENDED CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2020 FORD F-250 SUPER DUTY SUPERCREW	2 - LIGHT TRUCKS < 1 TON
2020 FORD F-150 XL 4WD SUPERCREW	2 - LIGHT TRUCKS < 1 TON
2020 FORD F-150 EXTENDED CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2021 FORD F-150 SINGLE CAB 4x2	2 - LIGHT TRUCKS < 1 TON
2021 FORD F-150 SINGLE CAB 4x4	2 - LIGHT TRUCKS < 1 TON
2022 FORD F-250 EXTENDED CAB 4X4	2 - LIGHT TRUCKS < 1 TON
2022 FORD F-150 EXTENDED CAB 4X4	2 - LIGHT TRUCKS < 1 TON
1990 ACE UTILITY TRAILER	5 - TRAILERS
1990 ACE UTILITY TRAILER	5 - TRAILERS
1990 ACE UTILITY TRAILER	5 - TRAILERS
1993 ACE UTILITY TRAILER	5 - TRAILERS
2002 RANGER 18' FLATBED TRAILER	5 - TRAILERS
2005 POLE TRANSPORT TRAILER BP 2080	5 - TRAILERS
12' DUMP TRAILER	5 - TRAILERS
2008 10 TON TRAILER/HARDWOOD FLOOR	5 - TRAILERS
2010 FLATBED TRAILER FOR ARCING DEMO	5 - TRAILERS
2018 SALVATION CARGO TRAILER	5 - TRAILERS
TRAILER FOR DB37	5 - TRAILERS
Trailer for DB37	5 - TRAILERS
1988 INGERSOLL-RAND AIR COMPRESSOR	6 - EQUIPMENT ON WHEELS
ALTEC DB37 BACK YARD MACHINE	6 - EQUIPMENT ON WHEELS
125kVA MultiQuip Trailer with Generator	6 - EQUIPMENT ON WHEELS
125kVA MultiQuip Trailer with Generator	6 - EQUIPMENT ON WHEELS
2020 TSE TRAILER PULLER/TENSIONER	6 - EQUIPMENT ON WHEELS
2021 TSE TENSIONER/REEL CARRIER	6 - EQUIPMENT ON WHEELS
45kVA MultiQuip Trailer with Generator	6 - EQUIPMENT ON WHEELS

## Signatures

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Signature

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Company Name

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Print Name

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Company Address

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Title

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City            State    Zip

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Telephone Number

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Email Address

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Federal Tax ID#

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of ninety (90) days.