

# DEPARTMENTAL INPUT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. **FB-00399**  
Contract  
 Re-Bid     Other   
 LIVING WAGE APPLIES:    YES     NO

Requisition No./Project No.: **RQID2100656/EVN0000469**   
 TERM OF CONTRACT: **5 Years**

Requisition /Project Title: **Purchase of OEM/OE Parts, Services, Shop Supplies**

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Suppliers (Pool) that will be used to solicit Original Equipment Manufacturer (OEM) and Original Equipment (OE) brand replacement parts for Miami-Dade County vehicles, miscellaneous shop supplies needed for maintenance as well as maintenance, repairs, installation and modification services for County vehicles.

Issuing Department: **Strategic Procurement Department**   
 Contact Person: **Robert Mendoza**   
 Phone: **305-375-3704**

Estimate Cost: **\$81,655,340**  
Funding Source:

GENERAL	FEDERAL	OTHER
X		

### ANALYSIS

Commodity Codes:

99894	92838	99809	06070	06074
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Contract/Project History of previous purchases three (3) years  
 Check here  if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	Multiple		
<b>Small Business Enterprise:</b>	Multiple		
<b>Contract Value:</b>	\$87,580,096		
<b>Comments:</b>			

Continued on another page (s):     Yes     No

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				
<b>Basis of recommendation:</b>				

<b>Signed:</b>	Robert Mendoza	<b>Date Sent To SBD:</b>	01/27/2023
		<b>Date Returned To SPD:</b>	



**MIAMI-DADE COUNTY, FLORIDA**

**REQUEST TO QUALIFY  
(RTQ)**

Event Number: EVN0000469

Event Title: Purchase of OEM/OE Parts, Services, Shop Supplies

Solicitation Contact: Name: Robert Mendoza  
Title: Procurement Contracting Officer  
Department: Strategic Procurement  
Email: [Robert.Mendoza@miamidade.gov](mailto:Robert.Mendoza@miamidade.gov)

Solicitation Contact: Name: Vanessa Stroman  
Title: Procurement Contracting Manager  
Department: Strategic Procurement  
Email: [Vanessa.Stroman@miamidade.gov](mailto:Vanessa.Stroman@miamidade.gov)

**NOTICE TO ALL SUPPLIERS/VENDORS:**

To establish the pool of prequalified Suppliers/Vendors, Submittals are to be submitted electronically through a secure mailbox via the Integrated Financial Resources Management System (INFORMS) (<https://supplier.miamidade.gov>) until the date and time indicated in the INFORMS Solicitation End Date published in INFORMS and in this Solicitation document. It is the sole responsibility of the Supplier/Vendor to ensure that its Submittal is in INFORMS before the Solicitation deadline. There is no cost to the Supplier/Vendor to submit for a Miami-Dade County Solicitation via INFORMS. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

Vendors/Suppliers must allow sufficient time to complete online forms and upload all submission documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into INFORMS before the date and time of the INFORMS Solicitation End Date, or the system will **stop** the process and the submission will be considered late and will not be accepted.

No part of a Submittal can be submitted via hardcopy, email, or fax.

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For information concerning this Solicitation, use the question/answer feature provided within the Solicitation by INFORMS at <https://supplier.miamidade.gov>. Questions of a material nature must be received prior to the date and time of the INFORMS Solicitation Question & Answer End Date specified in the Solicitation. Material changes, if any, to the Solicitation will be made only by written addendum. (See Mandatory Online Forms and Addendum Acknowledgement section of INFORMS site).

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Suppliers/Vendors in the Pool will be invited to participate in future spot market competitions, as needed. The spot market competition may be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and applicable provisions. Spot market competitions may not be restricted to Suppliers/Vendors in this Pool. However, Suppliers/Vendors must be prequalified under this Pool to be awarded a contract and must anticipate the inclusion of Miami-Dade County's Section 1 - General Terms and in all contracts resulting from spot market competitions. These general terms and conditions are considered non-negotiable. All current and applicable terms and conditions pertaining to a resultant contract may be viewed online at the Miami-Dade County's Strategic Procurement Department webpage here: <https://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r22-3.pdf>

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Suppliers/Vendors are encouraged to access the links below to assist with submission of responses to the Solicitation.

**Recorded eSupplier Workshop**

[https://www.miamidade.gov/global/news-item.page?Mduid\\_news=news1652724628268780](https://www.miamidade.gov/global/news-item.page?Mduid_news=news1652724628268780)

Password: q37%t+pG

**Submit a Bid Job Aid**

<https://www.miamidade.gov/technology/library/informs/job-aid/submit-a-bid.pdf>

**SECTION 2**  
**ADDITIONAL/SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendor's (Pool) that will be used to solicit Original Equipment Manufacturer (OEM) and Original Equipment (OE) brand replacement parts for Miami-Dade County vehicles as well as miscellaneous supplies needed for maintenance and repair of said vehicles. This RTQ will also be used to pre-qualify vendors to provide maintenance, repairs, installation and modification services for County vehicles. Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

**2.2 DEFINITIONS**

**Fully Equipped / Established Service Center** – Shall refer to a service center that has facilities with industry acceptable service equipment and trained employees who provide services in line with the best practices used in the industry.

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

**Mobile Repair / Maintenance Service** – Shall refer to the ability to provide trained employees and industry acceptable service equipment to provide repair and maintenance services at County owned facilities.

**Original Equipment (OE)** – Shall refer to the parts assembled and installed during the construction of a new vehicle.

**Original Equipment Manufacturer (OEM)** – Shall refer to the manufacturer of the original equipment and parts manufacturer directly for or by this company.

**Prequalified Pool of Vendors (Pool)** – Shall refer to business entities/individuals determined by the County's Strategic Procurement Department, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

**Submittal** – Shall refer to all information, attachments and forms submitted in response to this RTQ.

**Vendor** – Shall refer to a business entity/individual responding to this RTQ.

**Tri-County Area** – Shall refer to Miami-Dade County, Broward County, and Palm Beach County

**Vehicles** – Shall refer to Pickups, Medium/Heavy Trucks, Construction, Agricultural, Material Handling or any other piece of mobile equipment which is not deemed automotive.

**Warehouse Distributors** – Shall refer to a company which purchases goods directly from the manufacturer and is an authorized supplier, distributor or reseller of parts.

**Work Order Proposal Request (WOPR)** – shall refer to a competitive process involving the solicitation of proposals, by the Strategic Procurement Department, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

**2.3 TERM**

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the County. The Pool shall expire on the last day of the last month of the five-year term.

**2.4 PRE-QUALIFICATION METHOD (GROUP BASIS)**

Establishment of and prequalification under this pool will be made with all responding vendors who meet the minimum requirements in section 2.5 of this solicitation, as evidenced by submission of the documents listed below in order to participate in future pricing competition.

Vendors may participate in any or all of the following groups:

**Group 1:** Purchase of OEM Parts from Warehouse Distributors.

**Group 2:** Purchase of OEM and OE Parts for County Owned Vehicles.

**Group 3:** Purchase of Repair/Maintenance, Modification and Installation Services for County Owned Vehicles.

**Group 4:** Purchase of Mobile Repair/Maintenance Services for County Owned Vehicles.

**Group 5:** Purchase of Miscellaneous Supplies for Repairs.

**2.5 QUALIFICATION CRITERIA**

Vendor(s) shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

**Requirements for Vendors pursuing any and/or all groups:**

2.5.1. Vendor shall provide contact information to receive future spot market quotations and provide the County with general support to include questions, information concerning orders placed, and services provided. An e-mail address shall be available to receive spot market quotations and general information between 7 A.M. and 5 P.M. Monday through Friday, exclusive of observed County Holidays and Weekends. (Section 4: Vendor Contact Information)

**The following additional criteria is required to be qualified to the following Groups:**

**Group 1: Purchase of OEM Parts from Warehouse Distributors:**

2.5.2. Vendor shall be an authorized warehouse distributor of at least one manufacturer of vehicle parts. Vendor shall submit documentation showing compliance with this requirement in the form of a signed letter from the manufacturer on company letterhead, an executed agreement, or a designation on the manufacturer's website as proof of compliance.

**Group 2: Purchase of OEM and OE Parts for County Owned Vehicles:**

2.5.3. Vendor shall be an authorized dealer, distributor or reseller of at least one manufacturer brand of vehicle parts. Vendor shall submit documentation showing compliance with this requirement in the

form of a signed letter from the manufacturer on company letterhead, an executed agreement, or a designation on the manufacturer's website as proof of compliance.

**Group 3: Purchase of Repair/Maintenance, Modification and Installation Services for County Owned Vehicles**

- 2.5.4. Vendor shall be an authorized service center of at least one manufacturer brand of vehicle parts. Vendor shall submit documentation showing compliance with this requirement in the form of a signed letter from the manufacturer on company letterhead, an executed agreement, or a designation on the manufacturer's website as proof of compliance.
- 2.5.5. Vendor shall have at least one fully equipped and established service center. Vendor shall provide a copy of their local tax certificate which confirms the service location.

**Group 4: Purchase of Mobile Repair/Maintenance Services for County Owned Vehicles.**

- 2.5.6. Vendor shall be an authorized service center of at least one manufacturer brand of vehicle parts. Vendor shall submit documentation showing compliance with this requirement in the form of a signed letter from the manufacturer on company letterhead, an executed agreement, or a designation on the manufacturer's website as proof of compliance.
- 2.5.7. Vendors shall provide two signed professional reference letters on company letterhead or contact information for two business references (Section 4: Vendor Reference Form).
  - a. The references shall be from customers currently receiving, or that have received within the past three (3) years, mobile repair/maintenance services for vehicles. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21.
  - b. The reference letters shall include:
    - i. The customer's company name and address
    - ii. Company contact's person's name, title, e-mail address, telephone number
    - iii. Scope of the services provided
    - iv. Length of business relationship
  - c. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that Vendor holds sufficient experience and capacity in providing mobile repair/maintenance services.

**Group 5: Purchase of Miscellaneous Supplies for Vehicle Repairs.**

- 2.5.8. Vendors shall be capable of selling miscellaneous supplies such as chemicals, abrasives, paints, personal protective equipment, and any other related supplies. To satisfy this requirement, the Vendor shall provide an inventory report of all equipment and accessories available to be purchased from the Vendor at the time of submittal. The inventory report shall be no older than 30 days.
- 2.5.9. Vendors shall provide two signed professional reference letters on company letterhead or contact information for two business references (Section 4: Vendor Reference Form).
  - a. The references shall be from customers currently receiving, or that have purchased within the past three (3) years, miscellaneous supplies for vehicle repairs. In lieu of the references from the Vendor or Vendor's Subcontractor, the County will consider the references from Vendor's key personnel in accordance with Resolution No. 1122-21.
  - b. The reference letters shall include:
    - i. The customer's company name and address
    - ii. Company contact's person's name, title, e-mail address, telephone number
    - iii. Scope of the services provided
    - iv. Length of business relationship

- c. The County must be able to ascertain from Vendor provided references, to its satisfaction, at the County's sole discretion, that the Vendor holds sufficient experience and capacity in providing mobile repair/maintenance services.

The Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

## **2.6 INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

## **2.7 SPOT MARKET COMPETITION**

Pre-Qualified Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Article 1.2(H) Prompt Payment Terms
- Article 1.11 Local Preference
- Article 1.29 Office of the Inspector General (*only the cost of the random audits, as specified*)
- Article 1.37 County User Access Program (UAP)
- Article 1.45 Small Business Enterprise (SBE) Measures
- Article 1.46 Local Certified Veteran's Business Enterprise Preference
- Article 1.47 Application of Preferences
- Article 1.49 First Source Hiring Referral Program (FSHRP)

**SECTION 3**  
**SCOPE OF WORK**

**3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

Pre-Qualified Vendors shall be capable of providing OEM and OE brand replacement parts for Miami-Dade County vehicles, miscellaneous supplies needed for maintenance and repair of vehicles, and maintenance, repair, installation and modification services for multiple County Department vehicles on an "as needed basis" per group as noted below.

**Group 1:** Purchase of OEM Parts from Warehouse Distributors.

**Group 2:** Purchase of OEM and OE Parts for County Owned Vehicles.

**Group 3:** Purchase of Repair/Maintenance, Modification and Installation Services for County Owned Vehicles

**Group 4:** Purchase of Mobile Repair/Maintenance Services for County Owned Vehicles.

**Group 5:** Purchase of Miscellaneous Supplies for Repairs.

The following goods and services are included for informational purposes and may include, but not be limited to the below. The goods and services required may be augmented at the time of spot market quotations.

**3.2 GROUP 1 – PURCHASE OF OEM PARTS FROM WAREHOUSE DISTRIBUTORS**

Vendors may be required, in subsequent spot market solicitations to provide OEM vehicle parts for brands such as Motorcraft, AC Delco, Mopar, Toyota, Honda, Nissan.

**3.3 GROUP 2 – PURCHASE OF OEM AND OE PARTS FOR COUNTY OWNED VEHICLES**

Vendors may be required, in subsequent spot market solicitations to provide OEM and/or OE parts for County vehicles. These parts may be purchased for general maintenance and repair work to be performed by County staff.

**3.4 GROUP 3 – PURCHASE OF REPAIR/MAINTENANCE, MODIFICATION AND INSTALLATION SERVICES FOR COUNTY OWNED VEHICLES**

Vendors may be required, in subsequent spot market solicitations to provide vehicle repair, installation, and maintenance services. Subsequent spot market quotations may be for services only, or service to be inclusive of parts which may be used in the completion of the requested service.

Services may include, but are not limited to, vehicle or component repairs, rebuilding, retrofit, diagnostic, or routine maintenance services to include but not be limited to the following systems.

1. Engine, Transmission and Driveline
2. Axle, Suspension and Steering System
3. Emission and Exhaust Systems
4. Fuel and Ignition System



5. Brake System
6. HVAC System
7. Electrical/Computer System
8. Charging System
9. Cooling System
10. Hydraulic System
11. Vocation Specific Bodies and/or Components (Dump, Lifts, Cranes, Mixers, Packers, etc.)

**3.5 GROUP 4 – PURCHASE OF MOBILE REPAIR/MAINTENANCE SERVICES FOR COUNTY OWNED VEHICLES**

Vendors may be required, in subsequent spot market solicitations to provide mobile vehicle repair or maintenance services. Subsequent spot market quotations may be for services only, or service to be inclusive of parts which may be used in the completion of the requested service.

Vendors who pre-qualify to this group will be requested to travel to County facilities to perform services on equipment that may not be able to be transported or where no Fully Equipped / Established Service Center is available in the tri-county area.

**3.6 GROUP 5 – PURCHASE OF MISCELLANEOUS SUPPLIES FOR REPAIRS.**

Vendors may be required, in subsequent spot market solicitations to provide miscellaneous supplies which may be used in the repair of vehicles. Supplies which may be purchased may include, but not be limited to, chemicals, abrasives, paints, personal protective equipment, absorbents, cleaners, rags, shop towels.

**SECTION 4**

**PRE-QUALIFICATION POOL GROUPS**

**Vendor Name:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

<b>Pre-Qualification Pool Groups</b>		
Please identify in the space below which group(s) your firm is requesting to be pre-qualified for. Please refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
<b>Group Number</b>	<b>Description</b>	<b>Selection</b>
1	Purchase of OEM Parts from Warehouse Distributors	<input type="checkbox"/>
2	Purchase of OEM and OE Parts for County Owned Vehicles	<input type="checkbox"/>
3	Purchase of Repair/Maintenance, Modification and Installation Services for County Owned Vehicles	<input type="checkbox"/>
4	Purchase of Mobile Repair/Maintenance Services for County Owned Vehicles	<input type="checkbox"/>
5	Purchase of Miscellaneous Supplies for Repairs	<input type="checkbox"/>



**SECTION 4**

**QUALIFICATION CRITERIA**

Vendor Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

<b>Qualification Criteria (2.5)</b>		
Please identify in the space below that your firm has provided all required information. Refer to the Qualification Criteria Section to ensure that Submittal and attachments comply with solicitation requirements.		
<b>Reference Section</b>	<b>Criteria</b>	<b>Copy Attached</b>
2.5.1	Provide contact information to receive future spot market quotations and provide the County with general support to include questions, information concerning orders placed and services provided. Provide an e-mail address to receive spot market quotations and general information.	<input type="checkbox"/>
<b>Group 1 Additional Requirements</b>		
2.5.2	Authorized warehouse distributor of at least one manufacturer of vehicle parts – Provide a signed letter from the manufacturer, an executed agreement, or proof of designation on manufacturer’s website.	<input type="checkbox"/>
<b>Group 2 Additional Requirements</b>		
2.5.3	Authorized dealer, distributor or reseller of at least one manufacturer of vehicle parts – Provide a signed letter from the manufacturer, an executed agreement, or proof of designation on manufacturer’s website.	<input type="checkbox"/>
<b>Group 3 Additional Requirements</b>		
2.5.4	Authorized OEM or OE service center of at least one manufacturer brand – Provide a signed letter from the manufacturer, an executed agreement, or proof of designation on manufacturer’s website.	<input type="checkbox"/>
2.5.5	Vendor shall have at least one fully equipped and established service center - Provide a copy of the local tax certificate which confirms the service location	<input type="checkbox"/>
<b>Group 4 Additional Requirements</b>		
2.5.6	Authorized OEM or OE service provider of at least one manufacturer brand – Provide a signed letter from the manufacturer, an executed agreement, or proof of designation on manufacturer’s website.	<input type="checkbox"/>
2.5.7	Provide two references or reference letters. (Section 4: Vendor Reference Form)	<input type="checkbox"/>
<b>Group 5 Additional Requirements</b>		
2.5.8	Provide an inventory report of all equipment and accessories available to be purchased at the time of submittal. Inventory report shall be no older than 30 days	<input type="checkbox"/>
2.5.9	Provide two references or reference letters. (Section 4: Vendor Reference Form)	<input type="checkbox"/>

**SECTION 4:**  
**VENDOR CONTACT INFORMATION**

**Vendor Name:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

<b>Vendor Contact Information (2.5.1)</b>	
Provide name and contact information of a designated representative capable of providing information and support to the County during normal business hours.	
Company Contact Person Name:	
Contact Telephone Number:	
Contact E-Mail Address:	
Provide an e-mail address available between 7 A.M. and 5 P.M. Monday through Friday, exclusive of observed County Holidays and Weekends to receive spot market quotations and orders from the County.	
Contact E-Mail Address:	

*Print Additional Pages As Needed*



**SECTION 4:**  
**VENDOR CONTACT INFORMATION**

**Vendor Name:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

<b>Vendor Contact Information (2.5.1)</b>	
Provide name and contact information of a designated representative capable of providing information and support to the County during normal business hours.	
Company Contact Person Name:	
Contact Telephone Number:	
Contact E-Mail Address:	
Provide an e-mail address available between 7 A.M. and 5 P.M. Monday through Friday, exclusive of observed County Holidays and Weekends to receive spot market quotations and orders from the County.	
Contact E-Mail Address:	

*Print Additional Pages As Needed*



# MARKET RESEARCH

<b>Contract No.:</b> FB-00399	<b>Recommendation:</b>
<b>Title:</b> Purchase of OEM and OE Parts and Repair Services	<input type="checkbox"/> Exercise Option to Renew (OTR)
<b>Procurement Contracting Officer/Associate:</b> <b>Robert Mendoza</b>	<input type="checkbox"/> Non-Competitive Acquisition
	<input checked="" type="checkbox"/> Solicit Competition
	<input type="checkbox"/> Access Contract
	<input type="checkbox"/> Other

## Background:

Miami-Dade County has utilized contract FB-00399, Purchase of Original Equipment Manufacturer (OEM) and Original Equipment (OE) Parts and Repair Services to provide preventive maintenance and provide repairs for the County's heavy fleet of vehicles and specialized equipment such as garbage trucks, vacuum trucks, forklifts, all terrain/utility vehicles, etc. The current contract has a cumulative value of \$87,580,096 and expires on August 31, 2023. Currently the contract is used by multiple departments such as Aviation, Fire Rescue, Internal Services, Transportation and Public Works, Police Department, Parks Recreation and Open Spaces, PortMiami, Solid Waste Management and Water and Sewer.

The original contract was an Invitation to Bid with 3 groups established, Group 1: Purchase of OEM Parts for Motorcraft, AC Delco, Mopar, Toyota, Honda and Nissan, Group 2: Purchase of OEM and/or OE parts for County Owned Vehicles and Group 3: OEM and/or OE Parts and Repair/Installation Services to County Owned Vehicles. Additional groups were solicited in subsequent supplements which resulted in the creation of Prequalification Pools, Group 7: Pre-Qualification Pool to Purchase Parts not awarded in Groups 1 and 2, and Group 8: Pre-Qualification Pool for Vehicle Repair, Installation and Maintenance Services not awarded in Group 3. Currently over 80 vendors are awarded and or pre-qualified under this contract.

The County has a continuous need for a parts and service contract to ensure the County's heavy and specialized equipment fleet are operational to conduct daily operations with the least amount of downtime possible. Under the current contract, the County will have fleet staff conduct general maintenance, and or repairs when possible, based on the availability to purchase parts, scope of work and training available. If County staff is unable to conduct the work, the awarded bidder for a respective manufacturer brand under group 3 would be contacted to perform the work, or an invitation to quote will be issued amongst pre-qualified vendors under Group 8. Since FB-00399 was established, a need has been established to allow for mobile onsite service and repairs and for the purchase of miscellaneous supplies such as cleaners, chemicals, paints and absorbents which are used by the fleet shops to conduct repairs.

## Research Conducted:

Research was conducted by searching various cooperatives to see if any cooperatives could be accessed to provide the County the ability to purchase parts and/or repair services. A review of local agencies was also done to obtain more information on how they procure vehicle parts and services. Following a review of local agencies, various other non-local municipalities were also identified to find determine how they procure the goods and services needed.

## Comparable Contracts:

The following findings were found when searching various cooperatives for a fleet solution:

### Sourcewell Minnesota:

Sourcewell issues RFPs with contracts being awarded to the most responsive and responsible suppliers who respond to the solicitations. Sourcewell has awarded the following RFPs for the purchase of parts and fleet management solutions:

- RFP #032521 – Aftermarket Vehicle Parts and Supplies

- RFP #110520 – Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions
- RFP #030122 – Fleet Management Services

Currently the County is accessing RFP 032521-GPC which was awarded to Genuine Parts Company (NAPA) under the Aftermarket Vehicle Parts and Supplies contract. The County accessed this contract in order to supplement FB-00399 in order to obtain aftermarket parts for repairs in situations where parts were not available under FB-00399. This contract does not include service for repair and maintenance and the parts offered are not OEM. While this contract can meet some needs for the County, the County will not be able to acquire all necessary parts for repair needed for the various equipment types and brands purchased.

RFP 110520 is for fleet storeroom management services. Under this RFP, the awarded vendor takes care of warehousing frequently used parts as well as ordering parts and supplies needed by the County to include delivery, the scope of services goes beyond what the County needs as it relates to purchase of parts and does not include service provisions.

RFP 030122 is for fleet management services to include acquisition of on-road vehicles, new vehicle service and preparation, preventive maintenance plans, maintenance and repair services and ancillary services such as short term rental programs, upfitting of aftermarket products, fleet management information technologies, and roadside assistance. The contracts awarded under this RFP are tailored around the acquisition of vehicles through leasing or financing programs that can be bundled with management programs for the entire life cycle of the vehicle. The scope of services provided under these contracts does not match what the County is looking for.

Houston Galveston Area Council (HGAC):

A review of the HGAC website found no contracts for servicing of vehicles or heavy equipment. Contract AP02-20 was found to be awarded to three vendors, IEH Auto Parts, LLC, Jasper Engine Exchange, Inc and Mancon, LLC. Jasper Engine Exchange specializes in remanufacturing engines, transmissions, and fuel systems, which does not meet the County’s requirement for OEM or OE parts. IEH Auto Parts is a large aftermarket parts provider, which is currently a vendor on FB-00399. The contract with IEH Auto Parts, provides access to their entire catalog of parts for purchase and while their catalog is extensive, there are items which this vendor would not be able to provide to the County when repairs would be needed for specialty fleet vehicles. Under this contract, vendor Mancon, LLC is responsible for providing inventory optimization and on-site inventory management. Macon, LLC specializes in providing supply chain management services.

NASPO Value Point (NASPO):

A review of the NASPO cooperative found three contracts awarded for automotive parts, to the following suppliers, Elliot Auto Supply Co, Inc., NAPA, and Parts Authority, LLC. The three contracts were awarded following an RFP solicitation by the State of California Department of General Services as the lead agency on behalf of NASPO. Under these contracts the awarded vendors are to provide their entire catalog of automotive parts to the agencies using the contract. Similar to the Sourcewell contract currently being accessed by the County, a majority of parts can be found by accessing the agreements with Elliot Auto Supply and Parts Authority but there is a likelihood that other agreements will be needed to cover any gaps for specialty parts.

OMNIA Partners:

The OMNIA cooperative has two separate fleet automotive parts and supply contracts, solicited by lead agencies on behalf of the cooperative:

- RFP 21-12 – Automotive Parts and Supplies, solicited by the Region 4 Education Service Center Texas
- ITB 269-2016-070 - Automotive Parts And Accessories For Light, Medium, Heavy Duty Vehicles And Related Products And Services, solicited by the City of Charlotte North Carolina

RFP 21-12 is awarded to three vendors, Liftnow Automotive Equipment Corp (Liftnow), Autozone Parts, Inc (Autozone) and Lawson Products, Inc (Lawson) under their own respective agreements. The agreement with Liftnow is for the purchase of lifts, benches, cabinetry, tire changers, and many other pieces of equipment used

in automotive shops. The agreement with Lawson is for the purchase of shop tools and equipment as well as the purchase of automotive parts for body work and collision repair through their Kent Automotive division. A comparison of the Kent Automotive catalog found Kent only has 5,000 SKUs related to automotive parts, in comparison to 500,000 SKUs carried by NAPA. A review of the Autozone agreement found that they only offer parts for cars, sport utility vehicles, vans and light trucks. Using the Autozone contract will still leave the county with a void for the purchase of heavy equipment parts for tractors, dump trucks, excavators, loaders, etc.

ITB 269-2016-070 is not a viable contract to access due to the contract expiring on December 31, 2023. This RFP was awarded to Advanced Auto Parts following their response to the RFP. As part of the response to the RFP the vendor was required to provide percentage discount on parts from a verifiable price list based off of either the most current retail list price or other verifiable index. When providing the price list the vendor is required to provide an identification number to show which specific list is being used.

A review of local municipalities found the following:

Broward County – Contract TRN2114439B2– OEM Parts, Maintenance, And Repair Services. This contract is very similar to FB-00399 and is set to expire on August 5, 2023. This bid is separated into different groups based on the manufacturer brands that were needed, with respondents having to provide a percentage discount off list pricing for parts and an hourly labor rate for repair services. This contract limits the number of vendors who can respond as those providing parts must be able to also provide service. Vendors responding to this solicitation must also have a shop in the tri-county area which does not benefit the County as some manufacturer dealers have been found to do business outside of the tri-county area. A replacement solicitation has not been advertised yet by Broward County.

City of Ft. Lauderdale - The City of Ft. Lauderdale has piggybacked the sourcewell RFP 110520 for fleet and vendor related inventory management systems with Mancon. Additionally the City issued an RFP (12623-825) for the purchase of a Fleet Maintenance and Management Service. Through this RFP the City has one vendor, Vector Fleet Management, LLC, who oversees handling all tasks related to the operation of their fleet from the time the vehicle is acquired until the vehicle is disposed by the city. This includes, preventive maintenance, scheduled and unscheduled repairs, towing, tire service, preparation of new vehicles for use in the fleet. While the fleet management program provides a lot of benefits, the majority of these tasks are handled by County staff.

Collier County – Collier County has an in-house fleet department which is tasked with providing maintenance and repair of their fleet equipment. Two contracts were found which are set to be expiring within the upcoming year. Contract 19-7584 is an invitation to bid for the purchase of OEM and Aftermarket Parts for vehicles, and Contract 20-7780 is an invitation to bid for Fleet Vehicle and Equipment Maintenance and Repair services. Contract 19-7584 is a bid similar to Group 2 of FB-00399, where the County requested percentage discounts off MSRP for various manufacturer brands, and bidders were required to include a price list identifier for evaluation. Contract 20-7780 is a bid similar to Group 3 of FB-00399, where the County requested hourly labor rates for repairs of different manufacturer brands. Collier County had to issue a supplement due to lack of responses, and following the supplement only four vendors were awarded.

Outreach to other entities also found that FB-00399 is piggybacked by the following entities:

- City of Miami
- City of North Miami Beach
- City of Clearwater
- City of Miami Beach

A review of several non-local entities found the following:

Dekalb County – Contract #21-101347 Parts for Vehicles and Off-Road Equipment Including Batteries, is an Invitation to bid which is in place for one year with two, one-year options to renew and was awarded to 49 different vendors. In this solicitation, Dekalb County obtained a discount off MSRP price list from vendors for varying manufacturer brands of vehicles. Dekalb County did not specify the brands which they were looking to obtain pricing for, and instead had prospective bidders state which manufacturer or brands they wished to offer along



with the respective discounts. Bidders were also asked to provide any individual sale items and pricing for review. Dekalb County then reviewed all offers to determine which line items, or groupings they would proceed with award.

City of Oklahoma – Contract #21805 – OEM Repair Parts and Services for Various Field Work Maintenance Vehicles is an invitation to bid which was awarded for one year with two, one-year options to renew. The solicitation is structured similarly to FB-00399 where percentage discounts off a manufacturer brand’s catalog line is requested and an hourly labor rate is requested for repairs. While the City of Oklahoma had specific brands they were requesting, they also allowed bidders to supplement any additional brands they would like to offer to the City.

Maricopa County – Contract #200209 – Heavy Duty Fleet, Construction and Agricultural/Industrial Parts, Service, & Accessories, is an ITB which was issued for the purchase of parts, along with maintenance and labor services to include repairs done at the bidder’s facility as well as the ability to obtain field services. Award of this contract was for one-year with four options to renew. Maricopa County provided a list of brands which they expect to need service for during the span of the contract, but allowed responding bidders to provide the brands they are available to provide parts and services for.

**Recommendation:**

Following a review of how different municipalities it is in the County’s best interest to seek competition when replacing FB-00399. Currently FB-00399 is a hybrid contract with awarded line items along with two pre-qualification pool groups which were established following multiple supplements during the life of the contract. Due to the evolving nature of manufacturer brands that may be needed during the term of the new contract, it is recommended to solicit the contract as a pre-qualification pool. The County will then be able to issue ITQs for service of new brands on an as needed basis and will allow for a greater pool of vendors to be added during the life of the contract. Additionally, as hybrid contracts are presented to the board separately, it is in the County’s best interest to allow departments to keep their full allocation under one contract. This will minimize the number of modifications to be presented when funds are short on either of the contracts.

Procurement Contracting Officer: Robert Mendoza Date: 2-15-23