

**REQUEST FOR PROPOSALS  
MULTI-STEP BIDDING OF VEHICLE MAINTENANCE SERVICES  
FOR THE TOWN OF DANVILLE**

**I. INTRODUCTION AND GENERAL INFORMATION**

The Town of Danville is seeking contract proposals for preventive and corrective vehicle maintenance service for the Town's fleet of 67 vehicles comprised of 48 gas vehicles, 11 hybrids and 8 electric vehicles. The Town proposes to award a three-year contract with the possibility for extensions up to a total of two additional one-year terms based on performance. The contractor that is awarded the bid is allowed an annual Consumer Price Index increase each year based on the Bureau of Labor Statistics information for the San Francisco Bay Area.

The Town shall award contracts for professional services on the basis of demonstrated competence and professional qualifications in order to accomplish the necessary tasks and not solely on the basis of price. The intent is to award the contract based on the best combination of Technical Score and Price Proposal from those qualified bidders whose Technical Proposal receives a minimum score of 80 or greater.

**A. BIDDING METHOD**

NOTICE IS HEREBY GIVEN that the Town Council of the Town of Danville, State of California, hereby calls for sealed bid proposals to be received by the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, CA on or before **May 4, 2021** at 2:00 p.m.

At 2:00 p.m. the bid proposals will be taken by the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, CA. They will not be opened at that time.

The bids, together with a report of the bidders will be presented to the Town Council of the Town of Danville, on **June 15, 2021**.

The bidding method for award determination will be a multi-step process. Bidders will be required to submit a statement of qualifications and an un-priced technical proposal describing the proposed service delivery method in a sealed envelope marked "**Technical Proposal.**" Along with this submission, bidders will be required to submit a second sealed envelope marked "**Price.**"

All contracts for the purchase of supplies or general services shall be awarded on the basis of the most advantageous proposal to the Town. In determining the most advantageous proposal to the Town, the awarding authority shall consider the following factors:

- a. Cost to the Town;
- b. Quality of the proposed service or supplies;
- c. Location of the vendor/contractor;
- d. Capabilities and expertise of the contractor;
- e. Past service record of the vendor/contractor with the Town;
- f. References from other persons or entities regarding the work record of the vendor/contractor.

1. Step 1

A Technical Review Committee will decide which bidders are qualified and should be considered for award, based only on the technical proposals. Unacceptable technical proposals (those that fail to receive the minimum score of 80 percent) or technical proposals from unqualified bidders will be rejected. These bidders will be notified of the rejection and their "Price" envelopes will be returned to them unopened.

2. Step 2

After the technical proposals of all the qualified bidders are deemed acceptable for award, the sealed "Price" envelopes will be opened. The intent is to award the contract based on the best combination of Technical Score and Price Proposal from those qualified bidders whose Technical Proposal receives a minimum score of 80 or greater.

**B. EVALUATION CRITERIA**

**The award will not be made strictly on the basis of the lowest bid submitted.** Consideration will be given to the following factors:

**1. Technical Criteria**

- (a) number of total employees;
- (b) number of ASE certified employees;
- (c) number of and type of other certifications held by employees;
- (d) skill level of employees;
- (e) **business location is within a 5 mile radius of the Danville Town Offices located at 510 La Gonda Way, Danville, CA 94526;**
- (f) number of service bays;
- (g) ability to maintain vehicles to manufacturer's specifications;
- (h) capability to maintain the number and type of vehicles and equipment in the Town's fleet;
- (i) length of time in business;
- (j) shuttle service to and from Danville;
- (k) secure off-street storage of vehicles;
- (l) **service turnaround time; one day for PD vehicles and two days for non-PD vehicles;**
- (m) type and number of diagnostic equipment;
- (n) computerized system to track costs and work performed on each vehicle and provide

- (o) reports to the Town; and
- (o) a billing system able to itemize all costs and pricing per this contract.

**2. Other Considerations (Mandatory)**

- (a) references;
- (b) compliance with EEOC, certify that they are an equal opportunity employer, and do not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or gender;
- (c) insurance coverage for employees, including liability, workers compensation and performance bond; and
- (d) obtain a Town of Danville business license upon award of contract.

**C. CONTACT PERSON**

Questions concerning this RFP should be directed to Fleet Specialist Mark Covington at (925) 314-3705 or Maintenance Services Director Dave Casteel at (925) 314-3434.

**II. SCOPE OF WORK**

**A. PREVENTIVE MAINTENANCE**

The following preventative maintenance schedule spells out the specifics of what is required for each PM service and the approximate mileage associated with each level of preventative maintenance. The Preventative Maintenance Schedules used in this RFP are detailed below.

The Town vehicles will receive regular scheduled preventative maintenance. The maintenance service intervals include three comprehensive P.M. service checklists. The following schedules will be followed:

3,000 Miles	-	PM1	-	63,000 Miles
6,000 Miles	-	PM1	-	66,000 Miles
9,000 Miles	-	PM1	-	69,000 Miles
12,000 Miles	-	PM1	-	72,000 Miles
15,000 Miles	-	PM2	-	75,000 Miles
18,000 Miles	-	PM1	-	78,000 Miles
21,000 Miles	-	PM1	-	81,000 Miles
24,000 Miles	-	PM1	-	84,000 Miles
27,000 Miles	-	PM1	-	87,000 Miles
30,000 Miles	-	PM3	-	90,000 Miles
33,000 Miles	-	PM1	-	93,000 Miles
36,000 Miles	-	PM1	-	96,000 Miles

39,000 Miles	-	PM1	-	99,000 Miles
42,000 Miles	-	PM1	-	102,000 Miles
45,000 Miles	-	PM2	-	105,000 Miles
48,000 Miles	-	PM1	-	108,000 Miles
51,000 Miles	-	PM1	-	111,000 Miles
54,000 Miles	-	PM1	-	114,000 Miles
57,000 Miles	-	PM1	-	117,000 Miles
60,000 Miles	-	PM3	-	120,000 Miles

The only exceptions to this preventative maintenance schedule are the Town’s hybrid and electric vehicles. They will be scheduled on a **5,000-7,000-mile intervals**. Only applicable PM service requirements will be completed. **Any repairs that could be covered by warranty must receive Town consent before performing such repairs.**

**Preventative Maintenance #1 (PM1), will include the following:**

**On Lift**

- Change engine oil and filter (use manufacture recommended oil)
- Check for noticeable fluid leaks
- Inspect front suspension
- Check steering linkage
- Lube suspension, rubber bushings, u-joints, other “zero fittings” as necessary
- Check front wheel bearing play
- Inspect rear suspension
- Check transfer case lubricant level and condition
- Inspect u-joints and/or velocity joints
- Check all four brakes noting remaining brake measurement
- Inspect brake hoses
- Rotate and inspect tires- adjust tire pressure to manufacturers’ specification
- Inspect exhaust system
- Inspect air filter, replace if necessary

**Under Hood**

- Check engine oil level
- Check / top off automatic transmission fluid
- Inspect hoses
- Check / Top off: coolant, brake fluid and power steering fluid
- Inspect accessory belt condition and tension
- Check / refill windshield washer reservoir

**Body**

- Lubricate door hinges
- Silicone spray driver door window tracks
- Check headlights, tail lights, brake lights and horn for proper operation

**Preventative Maintenance #2 (PM2) will include the following:**

All requirements for a **PM1**; and  
Graphite lube ignition, door and trunk lock cylinders  
Wax lube hood and front door rubber snubbers  
Remove / Clean battery terminals (do not use spray protectant)

**Preventative Maintenance #3 (PM3) will include the following:**

All requirements for a **PM2**; and  
Replace automatic transmission fluid and filter (includes torque convertors)  
Repack front wheel bearings where applicable  
Flush / replace brake fluid  
Replace fuel filter (except in tank filter)  
Pressure check cooling system / replace anti-freeze coolant (50-50 mix)

**B. NON-PREVENTIVE MAINTENANCE**

Non-preventive or corrective maintenance services will include tire mounting, (split rim and solid rim) spin balancing, (including weights) and front end alignments; shoe and pad replacement for brakes; performing smog checks; and other repairs as necessary, including, but not limited to engine work, electrical and related repairs, transmission, rear end and drive shaft repairs, master cylinder and body and frame work.

Non-preventive repairs shall be performed at a proposed hourly labor rate that must be detailed in the bid form. Hours charged for non-preventive repairs shall not exceed repair time standards specified in the *Mechanical Parts & Labor Estimating Guide (Mitchell)*.

**C. PARTS**

The successful bidder will be responsible for securing all parts required to perform repairs, except tires. Parts and other materials will be reimbursed at customary, local market prices. If a bidder wishes to offer the Town a discount on parts and materials, a description of the pricing formula should be included in the bid form.

**D. EVALUATION OF CONTRACTOR PERFORMANCE**

The Town of Danville expects the highest level of performance and customer service from the successful bidder. Excessive service complaints, returned work, slow work and other unsatisfactory practices may result in the termination of the contract.

It is in the best interest of the Town, as well as the successful bidder, that performance be maintained at the highest standard.

### **Incentive Clause**

The Town at its option may renew this contract twice for a period of one year each beginning on the third and fourth anniversary dates of the contract. This option will be exercised only if the contractor has continued to meet the standards for performance in provision of vehicle maintenance services to the Town.

### **III. RESPONSE FORMAT**

A bid form is provided in Appendix A. It incorporates the various pieces of work described in the SCOPE OF WORK section of this document. It should be completed for all work for which you would like to be considered. Both Parts I and II of the bid form should be completed with each clearly marked Part I or Part II as appropriate and submitted in separate sealed envelopes. The two separate envelopes should then be placed in one larger envelope for submission to the Town of Danville. The attached bid forms must be used to submit a bid. Responses not received on a bid form will be considered non-responsive.

**Submit sealed bid proposals to the City Clerk of the Town of Danville, 510 La Gonda Way, Danville, CA 94526 on or before May 4, 2021 at 2:00 p.m.**

### **IV. EVALUATION OF SUBMITTED BIDS**

Technical proposals will be evaluated by assigning a score ranging from zero to the maximum score allowed for each of the ten questions asked. A score of 80 (80 percent) is required from this section to qualify your bid for consideration. Additionally, Part I of the Bid contains four mandatory qualifying criteria that must be met in order for a bid to be considered responsible.

After the technical proposals of all the finalists are deemed acceptable for award, the sealed "Price" envelopes of all finalists will be opened. The intent is to award the contract based on the best combination of Technical Score and Price Proposal from those qualified bidders whose Technical Proposal receives a minimum score of 80 or greater.

## **V. STANDARD SPECIFICATIONS**

### **A. INSTRUCTIONS TO BIDDERS**

#### **1. Acknowledgment of Amendment**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment date on the bid form, or by letter.

The acknowledgment must be received by the Town of Danville by the time and at the place specified for receipt of bids. Failure to do so will result in proposal being considered non-responsive.

#### **2. Proposal Acceptance Period**

Any proposal submitted as a result of the solicitation shall be binding on the bidder for 60 calendar days following the proposal opening date. Any proposal for which the bidder specifies a shorter acceptance period may be rejected.

#### **3. Proposal Form Submission**

The proposal shall be signed and submitted. Both Parts I "Technical Proposal" and II "Price" of the proposal form should be completed with each being clearly marked Part I or Part II, as appropriate and submitted in separate sealed envelopes. The two separate envelopes should then be placed in one larger envelope for submission to the Town of Danville, 510 La Gonda Way, Danville, CA 94526, no later than the time and date specified for receipt of proposals. Timely submission of the bid form is the responsibility of the bidder. Proposals received after the specified time shall be rejected and returned to the bidder unopened..

Failure to submit a proposal on the proposal forms provided shall be considered just cause for rejection of the proposal. Modifications or additions to any portion of the proposal document may be cause for rejection of the proposal. The Town of Danville reserves the right to decide, on a case-by-case basis, whether to reject a proposal with modifications or additions as non-responsive.

#### **4. Bid Withdrawal**

A bidder may withdraw a "Price" bid prior to the time set for the opening of bids by simply making a request in writing to the Town of Danville; no explanation is required.

A bidder may also withdraw a "Price" bid if the Town of Danville fails to award or issue a notice of intent to award the bid within 60 days after the date fixed for the opening of bids.

No bidder who is permitted to withdraw a "Price" bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded or otherwise benefit from the contract.

No partial withdrawals of a bid ("Price or Technical") are permitted after the time and date set for the bid opening, only complete withdrawals are permitted.

5. Certification of Independent Price Determination

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without - for the purpose of restricting competition - any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

6. Collusion Among Bidders

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. The Town of Danville may or may not, at its discretion, accept future bids for the same work from participants in such collusion.

More than one bid from an individual, firm, partnership, corporation, or association under the same or different name may be rejected. Reasonable grounds for believing that a bidder has interest in more than one bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest.

Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two or more primary contractors submitting a bid for the work.

7. Late Submissions

A proposal received at the place designated in the solicitation for receipt of proposals after the exact time specified for receipt will not be considered.

8. Qualifications of Bidders

See PART I. Technical Response Form.

**B. General Terms and Conditions**

1. Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town of Danville all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of California that relate to the particular goods or services purchased or acquired by the Town of Danville under said contract.



2. Applicable Law

The contract shall be governed in all respects by the laws of the State of California. and any litigation with respect thereto shall be brought in the courts of the State of California. The contractors shall comply with applicable federal, state, and local laws and regulations.

3. Assignment

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the Town of Danville.

4. Certificates and Licenses

The contractor shall provide copies of all valid licenses and certificates required for performance of the work. The copies shall be delivered to the Town of Danville no later than ten days after the contractor receives the notice of award from the Town of Danville. Current copies of licenses and certificates shall be provided to the Town of Danville within twenty-four hours of demand at any time during the contract term. Licenses and certificates required for this contract include, by way of illustration and not limitation, professional licenses or certificates in the field of automotive repair. The contractor shall also be required to obtain a Town of Danville Business License.

5. Change in Scope of Work

The Town of Danville may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the Town of Danville and the contractor.

If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the Town of Danville in writing of this belief. If the Town of Danville believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as charged and at the cost stated for the work within the scope.

6. Failure to Enforce

Failure by the Town of Danville at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Town of Danville to enforce any provision at any time in accordance with its terms.

7. Force Majeure

The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

8. Immigration Reform and Control Act of 1986

The contractor certifies that it does not and will not during the performance of the contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

9. Indemnification

The contractor covenants to save, defend, hold harmless, and indemnify, the Town of Danville and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost -- including court costs and attorney's fees, charges, liability, and exposure, however caused- resulting from, arising out of, or in any way connected with the contractor's negligent performance or nonperformance of the terms of the contract.

10. Independent Contractor

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the Town of Danville. The Town of Danville shall not withhold from the contract payments to the contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the Town of Danville shall not provide to the contractor any insurance coverage or other benefits, including Workers Compensation.

11. Non-appropriation

All funds for payment by the Town of Danville under this contract are subject to the availability of an annual appropriation for this purpose by the Town of Danville. In the event of non-appropriation of funds by the Town of Danville for the services provided under the contract, the Town of Danville will terminate the contract without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at anytime funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the Town of Danville shall not be obligated under this contract beyond the date of termination.

12. Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Town of Danville.

13. Renewal of Contract

Upon written agreement of both parties at least 30 days prior to the contract anniversary date, the contract may be renewed by the Town of Danville for a period of two successive one-year period(s) under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed two. Total contract extensions, including extensions earned under the Incentive clause of this contract shall not exceed two years.

14. Requirements Contract

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the Town of Danville shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the Town of Danville for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the Town of Danville is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirements in the past. The contractor further understands and agrees that the Town of Danville may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

15. Termination

The Town may terminate this Agreement without cause upon giving seven days written notice to Contractor. In the event of such termination, Contractor shall be entitled to any compensation owed for services rendered up to the effective date of termination.

After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

**TOWN OF DANVILLE  
VEHICLE MAINTENANCE SERVICE**

**PART I.  
Technical Response Form**

We have read the Town of Danville's Invitation to Bid for the delivery of vehicle maintenance services and fully understand the intent is to award the contract based on the best combination of Technical Score and Price Proposal from those qualified bidders whose Technical Proposal receives a minimum score of 80 or greater. We certify that we have completed PART I Technical Response Form and submitted it in a separate envelope to describe our technical capabilities and costs to perform that work for which we are submitting a bid. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the selection committee. Further, we understand that representatives from the Town of Danville might visit our facility to substantiate statements made in this bid. And finally, we understand that representatives of the Town of Danville may contact the Bureau of Automotive Repairs as part of its evaluation and that unresolved complaints may be grounds for disqualification for this award.

The bidder may be required before the award of any contract to show to the complete satisfaction of the Town of Danville that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the Town of Danville in regard to the bidder's qualifications. The Town of Danville may make reasonable investigations deemed necessary and proper, including visiting the bidder's facilities and contacting the Bureau of Automotive Repair, to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town of Danville all information for this purpose that may be requested. The Town of Danville reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the Town of Danville that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

- (a) The ability, capacity, skill, and financial resources to perform the work or provide the service required;
- (b) The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- d) The quality of performance of previous contracts or services.

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(Company Name)

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(Authorized Signature)

**A score of 80 is required to qualify for Part II - Price Proposal, of your bid for consideration. Each of the ten questions is worth a maximum of ten points.**

### **Weighted Qualifying Criteria**

Please respond to the following questions or describe how you will satisfy the Town of Danville's needs in the areas outlined. Each question is worth up to ten points. Attach additional pages if more room is required for your answers.

1. Describe your experience maintaining the number and types of vehicles in the Town's fleet, including work on other vehicles of other government agencies. (1-5 pts. for some experience, 6-10 pts. for those with extensive experience with governmental fleets and police and emergency vehicles).
  
2. Tell us about your employees:
  - a. How many employees do you have? \_\_\_\_\_ (2 pts. maximum)
  - b. How many of these employees are ASE (or similar) certified? \_\_\_\_\_ (3 pts. maximum)
  - c. List type of ASE certification and any other certifications held. (5 pts. maximum)
  
3. Where would repairs of the Town of Danville's vehicles rank in prioritizing your work? (Top priority means always available for immediate work on Town vehicles- 5 to 10 pts., medium priority is if work needs to be scheduled ahead of time-1 to 5 pts.) Describe how you would accomplish this.

4. Preventative maintenance jobs will be scheduled as needed per mileage thresholds. How long will it take to complete preventive maintenance jobs from the time the vehicle arrives at your facility? Check box of approximate time. Describe how you would accomplish this.

4 hours or less \_\_\_\_ (10 pts)

8 hours \_\_\_\_ (5 pts)

24 hours \_\_\_\_ (1 pt)

5. Do you have the ability to maintain service records for each of the Town's vehicles that you repair? Describe your system and how long you would maintain the records. Provide a sample computer print out of a vehicle service record for a one year period. (10 pts.)

6. Would you be willing and able to pursue and/or provide computer files to the Town for fleet maintenance management?

Yes \_\_\_\_\_ (10 pts.)

- b. If not, would you be able to provide computer print-outs to the Town for fleet maintenance management?

Yes \_\_\_\_\_ (5 pts.)

7. Describe how and where you will store (off-street) Town of Danville vehicles that remain in your possession overnight.

Fenced yard/building \_\_\_\_\_ (10 pts.)

Secured/cars locked w/ security lighting \_\_\_\_\_ (7 pts.)

Cars locked outside \_\_\_\_\_ (5 pts.)

8. How long have you been in business? Provide information why your firm is best qualified to provide this service. (10 pts.)
  
  
  
  
  
  
  
  
  
  
9. Describe the type and number of major diagnostic equipment at your shop. (10 pts.)
  
  
  
  
  
  
  
  
  
  
10. Provide two sample billing statements for a vehicle, one that has received a PM-1 service and one for a major diagnostic repair. (10 pts.)

**Mandatory Qualifying Criteria**

In order to qualify for consideration for award, each bidder must meet the following criteria.

1. Please provide the names, addresses and phone numbers of three (3) references who can speak of your professional capabilities. (Include description of work performed and the number of vehicles maintained.)

2. Please sign the following statement:

I, \_\_\_\_\_, of \_\_\_\_\_, comply with EEOC, and certify that we are an equal opportunity employer. We do not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or gender.

\_\_\_\_\_  
Name and Title

3. Following is a list of the insurance requirements for this contract:

<u>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</u>	<u>COMPENSATION STATUTORY</u>
COMMERCIAL GENERAL LIABILITY	\$2,000,000 PER OCCURENCE
AUTOMOBILE LIABILITY	\$1,000,000 PER OCCURENCE

**To Be Submitted With Proposal**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Authorized Signature Date



Each bidder shall list in their technical response form:

- A. The name and location of the place of business of each subcontractor who will perform work or labor or render services to the prime contractor, or subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially provides services for a portion of the work in the specifications, in an amount in excess of one half of one percent of the prime contractor's total bid.
- B. The portion of the work which shall be done by each such contractor. Only one subcontractor shall be listed for each portion.

The Subletting and Subcontracting Fair Practices Act (Government Code 4100-4113) is incorporated here. A sheet for listing the subcontractors, as required by the ACT, is included.

### **List of Subcontractors**

In conformance, Subcontracting, of the Special Provisions, the Bidder shall list names and addresses of each subcontractor to whom the Bidder proposes to subcontract portions of the work that cannot be performed in-house.



**TOWN OF DANVILLE  
VEHICLE MAINTENANCE SERVICE**

**PART II.  
Price Response Form**

The following quantities and frequency of preventative maintenance are an estimate for bid purposes, the Town does not, expressly or by implication, agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any item or portion of the work, or to omit portions of the work, as may be deemed necessary or advisable by the Town. No allowance will be made for anticipated profit on work which is deleted or decreased. All work will be paid at the unit cost rate. The Town reserves the right to award one or more of the individual bid items to specialty contractors or to multiple bidders.

	Description	Estimated Annual Quantity	Unit price	Total price
1	PM-1	96		
2	PM-2	48		
3	PM-3	24		
4	Front Brakes A– Chevy Caprice, Chevy Tahoe	12		
5	Front Brakes B– Chevy Impala, Toyota Camry, Toyota Prius, Ford Focus, Ford Ranger, Ford Explorer	10		
6	Front Brakes C– F-250	4		
7	Rear Brakes A– Chevy Caprice, Chevy Tahoe	12		
8	Rear Brakes B- Chevy Impala, Toyota Camry, Toyota Prius, Ford Focus, Ford Ranger, Ford Explorer	10		
9	Rear Brakes C– F-250	4		
10	Tire Mounting and Balancing – per tire	50		
11	Front End Alignment	10		
12	Smog Inspection and Certificate	15		
13	Repair Work Hourly Shop Rate	500		

Total \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

