



## **Public Notice**

### ***REQUEST FOR PROPOSALS (RFP)***

**RIO VISTA FIRE DEPARTMENT VEHICLE SERVICE/MAINTENANCE**

**Release Date: March 29, 2010**  
**Deadline for Submission: April 12, 2010**  
**Contact Person: Tom Myers, Interim Fire Chief**

**City of Rio Vista**  
**One Main Street**  
**Rio Vista, CA 94571**

**Request for Proposals**  
**For**  
**FIRE DEPARTMENT Vehicle Maintenance**

**RELEASE DATE:** March 29, 2010

**CLOSING DATE:** Proposals must be received by Monday 19, 2010 at  
**2:00 P.M. PST** at the address listed below

**CONTACT PERSON:** Tom Myers, Interim Fire Chief  
Phone: (707) 374-6451 Fax: (707) 374-5531

**Location:** City of Rio Vista  
One Main Street  
Rio Vista, Ca 94571  
Counter Hours: M-T 8 A.M.-5 P.M.

**Mail:** Same as location address

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**INTRODUCTION**

Rio Vista, incorporated in 1893, is a special place with an inviting mix of rural and suburban lifestyles and easy access to urban amenities being located in Solano County 48 miles southwest of Sacramento and 65 miles northeast of San Francisco. Solano County is currently the fastest growing of the nine Bay Area Counties and Rio Vista is the seventh fastest growing city in the State of California. Rio Vista is also located in the heart of the Sacramento River Delta, a region of abundant natural resources and recreational opportunities. It is commonly known as the "Gateway to the Delta". The City has population of approximately 8500 people within 7 ½ square miles. The city also has a contract to cover 38 square miles of the Delta district. This small rural community is expected to grow to a population of 24,100 by 2020. As the city grows, the City Council and the Community are committed to preserving the sense of community and small-town characteristics that make Rio Vista unique and attractive. Rio Vista's economy is predominantly sustained by agricultural, construction, and natural gas industries, with few commercial and retail activities.

Rio Vista is a full-service city with an approximate annual budget of \$20 million, providing all essential services and currently employs 32 employees. The city government organization consists of the following departments:

- City Manager's Office
- Fire
- Finance
- Community Development (Planning & Building)
- Police
- Public Works (including sewer and water)
- Recreation
- Redevelopment Agency

Transit services are provided through a contract with the Solano Transportation Authority. Garbage and recycling services are provided through a contract with Rio Vista Sanitation Company, a private contractor. Electric service and gas service is provided by Pacific Gas and Electric (PG&E).

Legal services are currently provided by McDonough, Holland, and Allen, Attorneys at Law.

The Rio Vista Fire Department had previously utilized staff to maintain its fleet and recently utilized an outside vendor to perform those tasks. It is the Fire Department's goal to continue to have a single vendor provide the Maintenance for all of the vehicles within the Fire Department. The Rio Vista Fire Department oversees this function.

### **Objective of this RFP**

The objective of this Request for Proposal is to solicit competitive proposals from qualified firms for service/maintenance of the Fire Department's existing Vehicles.

### **Background**

The City of Rio Vista currently has 3 Type 1 Engines, 1 Type 2 Engine, 1 Type 3 Brush unit, 1 Water tender, 1 90 foot Platform, 1 Rescue unit, and 1 Utility Pickup, 1 unmarked Command Vehicle and 1 marked Command Vehicle

The following vehicles are being utilized: 11 Total

- ❖ 6977- 2001, Ford F550, 7.3 Diesel Engine
- ❖ 3188- 2002, Sterling, Cummins ISC Diesel Engine
- ❖ 2748- 2001, HME, Cummins ISC Diesel Engine
- ❖ 8752- 1998, IH 4900, International 530 E Diesel Engine
- ❖ 0780- 2007, Pierce Detroit Diesel Engine
- ❖ 5470- 1975, Sutphen, Detroit Diesel Engine
- ❖ 8123 1998, Ford Super Duty, 7.3 L Diesel Engine
- ❖ 0012- 1997 Chevrolet Pick up 350 Gas engine
- ❖ 9350-2007 Mercury Grand Marquis, with V/8 Engine
- ❖ 2442-1971 Ford C-8000 Howe (Reserve Engine)
- ❖ 6474-2007 Ford Expedition, with V/8 Engine

## **Scope of Service**

1. Inspection of vehicles
  - A. To be done every 90 days per California Vehicle Code Section 34500 on Water Tender 55 and Truck 55.
  - B. All other vehicles to be done biannually.
  - C. NFPA 1915 Standard for Fire Apparatus Preventive Maintenance Program
2. Services to be done annually or when service intervals have been reached per manufactures specifications are as follows:
  - A. Engine oil and filters or to be changed.
  - B. Transmission oil changed and filters if so equipped
  - C. Transfer case oil and filter changed.
  - D. Axle oil changed.
  - E. Engine coolant serviced.
  - F. Air filters serviced and or changed as needed.
  - G. Auxiliary pump engine oil and filters changed.
3. The vendor is responsible for annual aerial ladder testing on T-55.
4. State of California vehicle emissions on G-55 and U-355 and Heavy-duty diesel smoke emission testing required by California Code of Regulations Section 2180, Title 13.
5. 24\7 emergency repairs service.
6. Annual Service Tests of Fire Pump Systems on Fire Apparatus per NFPA 1911.

## **General Services and Requirements**

- The vendor shall provide a maximum response time of twenty-four hours, seven days a week, three hundred and sixty five days a year, to critical situations as determined by Rio Vista Fire Department. Vendor will ensure sufficient parts and personnel are available to achieve a fast turnaround time.
- Vendor will assist the Rio Vista Fire Department in maintenance of warranty coverage.
- Vendor may, at the request of the Rio Vista Fire Department, act as the primary contact for vendor support for selected equipment.
- Vendor shall provide all of their own test equipment and tools necessary to perform their required tasks.
- Consultant shall provide city staff with names, addresses, phone numbers and contacts for all systems, hardware, and application software.
- The vendor shall supply the Rio Vista Fire Department with a 24/7 call-out list so the Rio Vista Fire Department can contact the appropriate person(s) in the case of an emergency.
- Vendor shall supply all inspection forms and maintenance forms.

## **Contract Terms**

It is anticipated that the initial contract will be for the period commencing on or about May 6, 2010 through June 30, 2012.

## **RFP RESPONSE FORMAT**

The RFP respondent shall submit seven (7) originals---one (1) must be unbound and 1 CD of the proposal with all of the information requested. In order to simplify the proposal evaluation process, the proposals shall be submitted on 8 ½ by 11 inch paper and organized in the following format:

**(\*Important - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter, #1) in the outline below. Numbered and lettered items will assist the review team in evaluating your firm's qualifications.**

### **1) Cover/Cover Letter**

- A) Firm/entity name
- B) Brief description of the firm/entity
- C) Sub consultants or joint venture identified (if applicable to your proposal)

### **2) Description of services provided as specified in the scope of services and general requirements sections, including itemized costs of as follows:**

- A). Monthly basic cost for pre-scheduled work, including regular maintenance tasks performed after hours.
  - B) Emergency call-out fees, including minimum cost (i.e. 2 hour minimum), based upon call-out during business hours versus after hours, expenses, ext.
  - C) Services not included in the basic service and fees for such services.
- Examples of similar implementation projects should be included, as well as how fees are determined.

### **3) Qualifications of Personnel**

## **EVALUATION CRITERIA**

Proposals will be evaluated according to the attached Consultant Selection Criteria Matrix, Exhibit C. The evaluation committee reserves the right to contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current clients of a proposer; solicit information from any available source deemed pertinent to the evaluation process. The evaluation

committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City.

### **SELECTION PROCESS**

It is anticipated that proposals will be reviewed by the City Manager's Office. Interviews with selected proposers may be held. Notifications of acceptance or rejection by the City will be made in writing to all proposers.

### **GENERAL TERMS AND CONDITIONS**

The Request for Proposals (RFP) does not commit the City of Rio Vista (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Submission of a proposal means that the proposer hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The proposer must contain within the proposal, a description of those terms and/or conditions to which the proposer does not agree.

Award: The vender chosen to provide vehicle service/maintenance may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. Contracts for services will be awarded to firms on this list based upon the availability of staff and cost of services. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals received, without interviews.

Insurance: The consultant is required to furnish evidence of insurance coverage including professional liability, and workers' compensation. The form of the insurance policy is subject to approval by the City and must be provided by insurers authorized by the California Insurance Commission to transact insurance business in California with a rating of "A" or better in the Best's Key Rating Guide, Property-Casualty, United States, 2000 Edition.

The City shall be furnished a copy of the policy AND an endorsement that the "City, its officers, employees, and agents are named as additional insured's" prior to consultant commencing duties under this Agreement. Said policy of liability insurance shall state, "Coverage there under as applied to City, its officers, employees, and agents shall be primary and non-contributing as to any other insurance and self-insurance as may be maintained by the City." The policy shall contain severability of interest, specifying that the coverage afforded by the policy applies separately to each insured there under. The policy shall be endorsed to expressly provide the City with thirty (30) calendar days advance written notice of cancellation, non-renewal, or material change in coverage.

Workers' Compensation Insurance: Consultant shall maintain workers' compensation insurance as required by the State Labor Code and Employer's Liability Insurance with limits in the amount of one million dollars (\$1,000,000) per accident. The insurers shall agree to waive all

rights of subrogation against City and its employees for losses arising from work performed by Consultant for City.

Professional Liability Insurance: Consultant shall cause to be taken out and kept in full force and effect during the term of the Agreement, a policy in from the content satisfactory to City that shall indemnify Consultant against errors and omissions or malpractice by Consultant. Said policy or policies shall provide professional liability coverage in the amount of one million dollars (\$1,000,000) per claim and a deductible provision of not more than fifty thousand dollars (\$50,000).

Business License: A professional services provider shall be required to obtain and maintain a current City of Rio Vista business license.

Professional Licensing: The professional services provider, and any subcontractors, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California, and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such form as the City shall require.

Assignment/Subcontracting: The selected professional services provider shall not assign or subcontract services or responsibilities without the prior written consent of the City of Rio Vista. The City acknowledges that subcontracting can be in the City's best interest, but reserves the right of final approval.

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### **PROPOSAL SUBMISSION**

Seven (7) original copies---one (1) must be an unbound copy, and 1 CD of the proposal must be sealed and received, not postmarked, and date stamped by a City employee no later than **2 P.M. PDST, April 19, 2010** at the City of Rio Vista.

Mailed proposals should be sent to:

City of Rio Vista  
One Main Street  
Rio Vista, Ca 94571  
Attention: Dawn Bahrenfuss

- **Proposals should be marked: RIO VISTA FIRE DEPARTMENT VEHICLE SERVICE/MAINTENANCE, April 2010**  
**Attention: Dawn Bahrenfuss**
- **LATE PROPOSALS WILL NOT BE ACCEPTED.**

### **ESTIMATED TIME FRAME *(Subject to change without notice)***

Monday March 29, 2010

Release date of RFPs

Monday April 19, 2010

RFP responses due no later than 2 P.M. /PDST.

Wednesday, April 21, 2010

RFP responses distributed to review team

Thursday, April 22, 2010

Review team meeting. Scoring and other review team criteria evaluated.

Thursday May 6, 2010

Resolution goes before City Council requesting approval of RFP respondent selected to provide VEHICLE SERVICE / MAINTENANCE services to the City of Rio Vista. Letters sent to firms not selected.

**Attachments**

Exhibit A: Consultant Selection Criteria Matrix

**EXHIBIT A**

**CONSULTANT SELECTION CRITERIA MATRIX  
(Sample Evaluation Criteria Evaluation Form)**

**Instructions:**

**Review and evaluate each proposal. Enter rating points for each of the evaluation criteria shown in the matrix below.**

<b>EVALUATION CRITERIA</b>	<b>PROPOSERS</b>			
Proposer's overall experience in providing vehicle maintenance services to a public agency (30 points max.)				
Proposer's knowledge, training, and experience (20 points max.)				
Availability and accessibility (20 points max.)				
References (10 points max.)				
Cost Proposal (Maximum 20 points)				
<b>EVALUATION CRITERIA SUBTOTAL</b> (100 points max.)				
Oral Presentation, if any (15 points max)				
<b>TOTAL RATING</b> (115 points max.)				