

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
REQUEST FOR PROPOSALS:**

FLEET MANAGEMENT SERVICES

Proposals Due By: November 16, 2018

1. PROPOSALS REQUESTED

The San Gabriel Valley Mosquito & Vector Control District (District) solicits proposals from qualified firms and/or entities (proposers) to provide fleet vehicle maintenance and management services. Both small and large qualified firms and/or entities with competitive rates are encouraged to apply.

2. BACKGROUND

The San Gabriel Valley Mosquito and Vector Control District is a public health agency that provides ongoing mosquito and vector control for its residents. The District was formed as an independent special district in 1989 to protect residents from vector-borne diseases. The District provides mosquito and black fly control services to 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County; a total area of 287 square miles. (visit www.sgvmosquito.org for more information about the District)

3. SCOPE OF WORK

The District is seeking maintenance and management services for its fleet of 31 vehicles and miscellaneous service equipment. The scope of work will include, but may not be limited to:

- Preventative Maintenance
 - Record keeping software
 - Scheduling
 - Service and repairs
- Vehicle diagnostics and repairs
- Emergency maintenance and repairs
- Vehicle modification
- Specialty fabrication
- User friendly management software portal

4. PROPOSAL CONTENT

Interested and qualified proposers are requested to submit three copies of a written proposal no later than 2:30 p.m. on the date set forth above. It is the proposer's responsibility to ensure that proposals are submitted and received in a timely manner. The submittal materials shall provide the following information:

- a) Firm or entity name, address, telephone number and website, and principal contact name, telephone number and e-mail address.
- b) Description of the firm or entity and a statement of the qualifications to perform the requested services.
- c) Name of the principal staff person(s) who will be primarily responsible for providing services to the District and their qualifications.
- d) Description of the firm or entity proposed fees, costs and charges, including an explanation of what services will be provided on an hourly rate, flat rate, fixed retainer or other basis. Explain how often the District will be invoiced for services. Explain what costs would be charged to the District and the firm's policy for billing fees and costs relating to travel.
- e) Description of the firm or entity general liability, automobile liability and professional liability insurance coverages. The successful firm will need to provide proof of insurance satisfactory to the District.

* All proposers must meet current State of California, Department of Industrial Relations (<https://www.dir.ca.gov/Public-Works/Contractors.html>) prevailing wage requirements.

Proposals shall be addressed and delivered to:

Jason Farned, Operations Manager, via email to jfarned@sgvmosquito.org

5. EVALUATION AND SELECTION CRITERIA AND PROCESS

The District will review all submitted proposals and evaluate them against the following selection criteria:

- Demonstrated positive experience performing the requested services
- Capability to perform the services
- Service options that meet or exceeds required specifications
- Demonstrated qualifications and resources to competently and timely perform the work
- Firm and principal staff reputation in the community
- Quality of references
- Location of the firm's nearest office that would service the work
- Proposal price and fees

The District may schedule interviews with selected firms or it may make a selection based on the written submittal materials. Interviews may be conducted in person or via phone or internet.

Proposals will be reviewed and considered by District management. Contract award, if any, will be on the basis of the selection criteria set forth above. Proposal price alone will not be the determinative criterion. If the District decides to proceed with retaining a firm, the District will enter into service negotiations with the selected firm. The service contract will be based on the District's standard form of services contract. The selected firm or entity will be expected to begin work without delay.

6. GENERAL CONDITIONS AND REQUIREMENTS

- a) The District reserves the right to conduct contract negotiations with any firm or entity (whether or not it has submitted a proposal), to verify the information in any proposal, to waive any informality in the process, to alter the selection process in any way, to request additional information or clarifications, to allow corrections of errors or omissions, to revise the scope of services and work, to extend the deadline for submission, to withdraw this request for proposals at any time without prior notice, to reject any and all proposals, and to decide whether or not to contract with any firm.
- b) The District makes no representation that any contract will be awarded to any firm responding to this request. Nothing in this request for proposals shall be construed to obligate the District to negotiate or enter into a contract with any particular firm. This request for proposals is not an offer to contract.
- c) All costs of response and proposal preparation shall be borne by the proposer. The District shall not be liable for any pre-contractual expenses incurred by the proposer, including any time and costs associated with the preparation and submission of the proposal and any interview.
- d) All submitted proposals shall become the property of the District. The District shall have the right to copy, publicly review and discuss, retain and dispose of each proposal. All responses received by the District will be considered public records subject to disclosure under the California Public Records Act.
- e) Proposals (three copies) must be submitted in writing. Please be succinct. Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to the request for proposals requirements are not desired. Proposals generally should not exceed 50 pages.