

GARRY T. EAGLES, Ph.D., Superintendent

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April 27, 2016

MEMORANDUM

TO: Vendors Interested in Bidding for the Maintenance of Fleet Vehicles and Buses

FROM: Tess Ives
Director of Special Education *Tess Ives*

SUBJECT: PROCEDURE FOR SUBMISSION OF HCOE FLEET MAINTENANCE BID

Enclosed is the bid form for maintenance of the Humboldt County Office of Education bus and vehicle fleet. The contract is for a one-year period commencing July 1, 2016, and concluding June 30, 2017, with an option to extend the agreement for up to two (2) additional years, upon written approval of both parties. If you are interested in bidding, please review the attached bid instructions, supplemental information and conditions carefully.

All bids must be sealed and received at the Humboldt County Office of Education, 901 Myrtle Avenue, Eureka, California, **prior to 3:00 p.m. on May 20, 2016** at which time the bids will be opened. Please mark your envelope: ATTN: Jamie Lee, Humboldt County Office of Education, Fleet Maintenance Bid.

It is anticipated the bid will be awarded at the June 8, 2016, meeting of the Humboldt County Board of Education.

If you have any questions, please contact Jamie Lee at (707) 445-7065 or Tom McGinnis at (707) 441-2071.

TI:TM

Enclosures

C: Tom McGinnis
Jamie Lee

HUMBOLDT COUNTY OFFICE OF EDUCATION
BID SPECIFICATIONS AND CONTRACT CONDITIONS

TO SERVICE HUMBOLDT COUNTY OFFICE OF EDUCATION (HCOE)
VEHICLES HERE DESCRIBED:

10 SCHOOL BUSES, 43 CARS AND 13 VANS, 1 PICK UP TRUCK

Scope of Work:

To maintain Humboldt County Office of Education's (HCOE) School Bus Fleet and/or Motor-Pool Fleet or a combination of, in safe running condition. To maintain the routine maintenance schedule currently in place. (Attached and incorporated by reference is a copy of HCOE's Maintenance Schedule, TR-16, TR-7, TR-19, TR-23, and TR-21).

To maintain the HCOE School Bus Fleet and/or Motor-Pool Fleet or combination of, in compliance with State and Federal law including the California Code of Regulations (CCR) and the Federal Motor Vehicle Safety Standards (FMVSS) requirements.

To pick up and deliver HCOE vehicles as necessary when services are needed.

The HCOE School Bus Fleet and Motor-Pool Fleet are located as followed
Motor Pool Fleet at 901 Myrtle Avenue Eureka, Ca.
School Bus Fleet at 2501 Cypress Ave. Eureka, Ca.

Terms:

Services under this contract will begin on July 1, 2016, and continue through June 30, 2017, with an option to extend the agreement for up to two (2) additional years, upon written approval of both parties hereto.

Vender may adjust the rates in the contract upward or downward each year effective July 1st. Such adjustment shall be submitted in writing no later than March 15th of each year and must be mutually agreed upon.

Quantity of vehicles and type of vehicle you are bidding for _____
(i.e. Buses or Cars and Vans)

Hourly Shop Rate for Automotive work
(Including weekend, holiday, emergency and road calls): _____

Hourly Shop Rate for Diesel work
(Including weekend, holiday, emergency and road calls): _____

Parts Cost (i.e. parts plus %): _____

Example, If Parts cost to you is \$100.00, our cost would be _____

HUMBOLDT COUNTY OFFICE OF EDUCATION BID SPECIFICATIONS AND CONTRACT CONDITIONS

Requirements of Vendor:

Mechanic requirements – at least 5 years of experience in Diesel Mechanics if bidding on buses and at least 5 years of experience in Automotive Mechanics if bidding on cars and vans.

Location of Vendor Facilities:

The vendor, while performing the requirements for maintenance specified by HCOE, shall operate from suitably located maintenance facilities at a distance that allows for efficiency and cost-effectiveness. Location of said facilities shall be subject to approval by HCOE and may be changed only upon approval by HCOE. Relative distance of vendor location may be considered a factor in the selection process at the discretion of HCOE.

Insurance:

Vendor shall obtain insurance acceptable to HCOE from a company or companies acceptable to HCOE. All required insurance must be written by an admitted company licensed to do business in the State of California at the time the policy is issued. Required documentation of such insurance shall be furnished to the HCOE at the time Vendor returns the executed Contract.

Contractor shall take out and maintain at all times during the life of this Contract, the following policies of insurance in an amount no less than \$2,000,000 combined single limit personal injury and property damage for each occurrence.

Endorsements: The Public Liability Policy specified above shall be endorsed with the following specific language:

- a. The Humboldt County Office of Education is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Contract.
- b. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverage afforded shall apply as though separate policies have been issued to each insured.
- c. The insurance provided herein is primary and no insurance held or owned by the Humboldt County Office of Education shall be called upon to contribute to a loss.
- d. Coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice given to the Humboldt County Office of Education by certified mail.

Documentation: Certificates of insurance showing the limits of insurance provided, certified copies of all policies, and signed copies of the specified endorsements for each policy shall be submitted to the Humboldt County Office of Education and approved prior to its execution of the Contract. The certificates must state that the insurance is under an occurrence based, and not a claims-made, policy (policies).

Billing Procedures:

Vendor will establish an accurate and complete billing system, including a viable audit trail and back up. HCOE must pre-approve the billing format.

Payment Schedule:

Vendor will bill monthly and HCOE will pay invoice free of additional charges within thirty (30) days from receipt of invoice.

Cancellation:

Should the vendor fail to comply with any of the terms or conditions set forth in this agreement, or should HCOE determine that the vendor is in any way unfit, unqualified, or unable to perform the services needed under the contract, then and in that event, this agreement may be terminated, with thirty (30) days written notice to the vendor.

Immediate cancellation of this contract can be given in writing by HCOE to the Vendor, if the Vendor is unable to maintain the fleet to CCR or FMVSS requirements. The Humboldt County Board of Education reserves the right to reject any or all bids, to waive any irregularities or informalities in the bids or in the bidding and to be the sole judge of the merit and suitability of services or merchandise offered.

Applicable Law and Forum.

This contract shall be construed in accordance with, and governed by, the laws of the State of California. Each and every provision of law and clause required by law to be included in the contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either part the contract shall be physically amended to make such inclusion or correction. Venue for any litigation arising out of or related to this contract shall be with either the Superior Court in and for the County of Humboldt, State of California or the Federal District Court for the Northern District of California.

**HUMBOLDT COUNTY OFFICE OF EDUCATION
AGREEMENT FOR FLEET MAINTENANCE**

This agreement is made on _____, by and between Humboldt County Office of Education, hereinafter called "HCOE", and _____ hereinafter called "Vendor."

The vendor agrees to furnish maintenance services to HCOE vehicles in compliance with all terms, conditions, regulations, requirements, and obligations detailed in the bid specifications and contract conditions, and all addenda attached thereto. Further, the vendor understands and agrees that each of the above documents is part of the complete agreement as if each were set forth entirely within the agreement.

Services will be provided under the terms set forth in the bid documents at the rates recorded in the bid form submitted by the vendor, and attached hereto.

Services under this contract will begin on July 1, 2016, and continue until June 30, 2017, with an option to extend the agreement for up to two (2) additional years, upon written approval of both parties hereto.

IN WITNESS WHEREOF, this Agreement has been duly executed by the above-named parties, on the day and year first above written.

Humboldt County Office of Education:

Vendor:

By _____

By _____

Garry Eagles
Superintendent of Schools

Representative

Periodic Inspection and Preventative Maintenance
(Inspection/Lubrication)

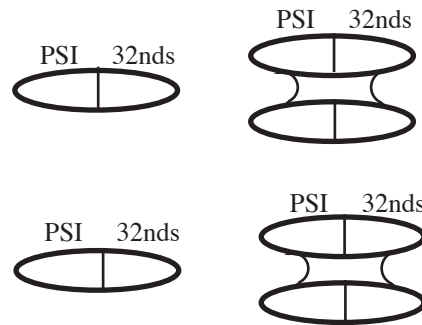
B SERVICE - Bus Fleet

Perform: Every 6,000 miles

Bus Number: _____ **Mileage:** _____

OK Completed Adjustment Made Not Equipped

- _____ Clean and lubricate all grease fittings
- _____ Inspect front and rear engine mounts and belts
- _____ Inspect condition of U-joints
- _____ Inspect front and rear springs and clamps
- _____ Check axle differential oil level
- _____ Check transmission oil level
- _____ Check steering gear oil level
- _____ Check power steering fluid level
- _____ Check brake master cylinder fluid level
- _____ Check coolant level (radiator)
- _____ Check for fuel leaks
- _____ Check for water leaks
- _____ Check wheel lugs
- _____ Check operation of heaters
- _____ Check condition of seats and floor
- _____ Check all gauges
- _____ Check parking brake for operation
- _____ Check vehicle for corrosion and rust
- _____ Check air brakes system for proper function & adjust brakes
- _____ Check battery for cable tightness, corrosion (clean if needed)
- _____ Inspect tie rods, pitman arm and drag link connections
- _____ Inspect clutch free-play
- _____ Inspect king pins
- _____ Inspect brake operation and adjustment
- _____ Inspect engine belts
- _____ Inspect generator/alternator belt
- _____ Inspect condition of power steering lines
- _____ Inspect clutch and accelerator linkages
- _____ Inspect and operate headlights, taillights, clearance lights, turning signal lights, interior lights, emergency warning lights and four-way flashing lights
- _____ Inspect and operate electric horns
- _____ Inspect all tires for condition, wear and pressure
- _____ Check radiator hoses for wear and condition
- _____ Inspect exhaust manifold and pipes for leaks
- _____ Check and inspect windshield wipers for wear and operation
- _____ Check air filter and replace as needed
- _____ Change engine oil and Filter



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Person performing inspection

Company

Date

Periodic Preventive Maintenance Inspection

A SERVICE - Bus Fleet

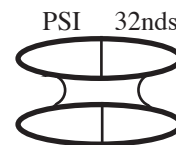
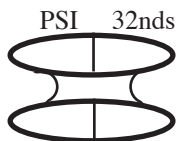
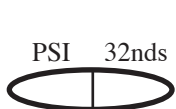
Perform: 3,000 miles or every 45 calendar days

Bus Number: _____

Mileage: _____

_____ O.K.

_____ Adjustment Made



| FRONT | BACK |
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- _____ Brake Adjustment
- _____ Brake System Leaks
- _____ Check All Tank Mounting Brackets
- _____ Check All Belts and Hoses for Wear
- _____ Tires and Wheels
- _____ Steering and Suspension
- _____ Check All Lights
- _____ Drain Air Tanks
- _____ Check Batteries for Load Test & Corrosion

Person Performing Inspection

Company

Date

Original: Transportation Supervisor

Copy: Company

Humboldt County Office of Education **TR-19**
Periodic Inspection and Preventive Maintenance
(Wheel Pack, Electrical System, Cooling System, Hydraulic System & Fuel System Check)

C Service - Bus Fleet

Perform: Every 36,000 miles

Bus Number: _____

Mileage: _____

OK COMPLETED ADJUSTMENT MADE NOT EQUIPPED

- _____ Remove all wheels - clean, inspect and repack bearing - replace seals and gaskets as needed
- _____ Inspect, repair and replace parts in braking system as required
- _____ Inspect all exposed electrical wiring
- _____ Test electrical system, battery, generator/alternator, regulator, and starter for proper operation
- _____ Check and adjust headlamps
- _____ Check smog control devices for operation, wear and condition
- _____ Flush cooling system and replace anti-freeze (thermostats, etc.)
- _____ Check hydraulic system for leaks, seals and hoses
- _____ Inspect fuel tank, lines, connections and hoses
- _____ Flush and refill automatic transmission, replace filter and adjust bands
- _____ Check and lubricate tachometer, speedometer cables
- _____ Check door locks and latches
- _____ Check clutch wear
- _____ Tune engine (IAW manufacturer's specs)
- _____ Steam clean vehicle engine and under carriage
- _____ Check Glow plugs
- _____ Change fuel filters
- _____ Check rear end oil and replace if needed
- _____ Check transmission oil and replace if needed
- _____ Flush brake fluid

Person Performing Inspection

Company

Date

**Humboldt County Superintendent of Schools
Every 40,000 Miles**

Vehicle # _____

Mileage _____

B Service - Motor Pool Fleet

✓ = OK

X = Adjustment Made

NA = Not Applicable

- _____ Change air filter
- _____ Lubricate chassis
- _____ Change engine oil and filter
- _____ Check smog devices for operation, wear and condition
- _____ Tune-up engine (if needed)
- _____ Remove all wheels and clean, inspect and repack bearings
- _____ Check door hinges (oil, if needed)
- _____ Check battery for cables, for tightness and cleanliness, and load test
- _____ Check all fluid levels, replace as needed
- _____ Check parking brake for operation
- _____ Inspect brake operation and adjustment
- _____ Inspect condition of steering system
- _____ Inspect interior and exterior mirrors (tighten or replace, if needed)
- _____ Check cooling system and replace coolant
- _____ Check lights
 - _____ signals _____ taillights _____ emergency warning lights
 - _____ overhead lights _____ headlights (adjust) _____ dash lights
- _____ Check horn
- _____ Check windshield wipers
- _____ Check windshield cleaner dispenser
- _____ Check for fuel leaks
- _____ Inspect fan belts
- _____ Inspect exhaust manifold and pipes for leaks
- _____ Front end alignment (if needed)
- _____ Road test car
- _____ Change transmission filter
- _____ Check tire pressure and wear

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Name of Servicing Person

Date Serviced

Name of Company Servicing Vehicle

**Humboldt County Superintendent of Schools
Every 5,000 Miles
Preventive Maintenance
A-Service - Motor Pool Fleet**

Vehicle # _____

Mileage _____

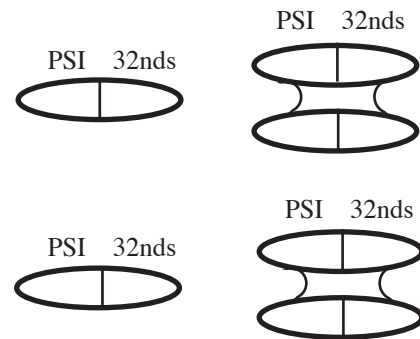
✓ = O.K.

X = Adjustment Made

NA = Not Applicable

- _____ Check cooling system
- _____ Lubricate chassis
- _____ Change engine oil and filter (maint.)
- _____ Inspect smog devices
- _____ Check door hinges (lube, if needed)
- _____ Check all fluid levels
- _____ Check lights
 - _____ signals
 - _____ emergency warning lights
 - _____ headlights
 - _____ taillights
 - _____ overhead lights
 - _____ dash lights
- _____ Check battery for load test & corrosion
- _____ Check horn
- _____ Check windshield wipers (replace if needed)
- _____ Check windshield cleaner dispenser
- _____ Inspect fan belts
- _____ Check for fuel leaks
- _____ Check radiator hoses for wear and condition
- _____ Inspect steering system
- _____ Check brake operation and adjustment

Check tire pressure and wear



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| % | % |

Name of Company Servicing Vehicle

Name of Person Servicing Vehicle

Date
