



**REQUEST FOR PROPOSALS  
FOR  
ROWAN COUNTY**

**Fleet Management Consulting Services  
# 2024-020(a)**

**ROWAN COUNTY**  
130 West Innes Street  
Salisbury, NC 28144  
704-216-8178

[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

Date Issued: Monday, December 4, 2023

Date Due: Tuesday, December 12, 2023, at 10:00 AM ET

Administered By: Jody Farrow-Bennett, Purchasing Director

**NOTICE TO BIDDERS**

**REQUEST FOR PROPOSALS**

**FLEET MANAGEMENT CONSULTING SERVICES**

Rowan County is requesting proposals to provide the necessary tools, labor, and supervision to perform an audit of the County's current fleet management service. All proposals submitted must meet or exceed the time frame and the services specified and outlined in this Request for Proposals (RFP).

**Proposals for the Rowan County Fleet Management Consulting Service will be accepted until Tuesday, December 12, 2023, at 10:00 AM ET** at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, North Carolina 28144. Request documents may be obtained by contacting the Rowan County Purchasing Director or from the County website at:

Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
704-216-8178  
[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)  
<https://www.rowancountync.gov/675/Purchasing>

Submission of any proposal signifies the Contractor's agreement that their proposal and the content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful Contractor. All prices submitted with the proposal shall remain in effect for the ninety (90) day period.

Rowan County will require proof of coverage as outlined in the requirements be submitted with all proposals. Awarded vendor will be required to list Rowan County as an additional insured on coverage.

Once the RFP is public all questions related to the RFP shall be directed to the Purchasing Director. Any contact related to the RFP with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

Rowan County reserves the right to award and/or reject any and/or all proposals and waive any technicalities or irregularities. For complete details, consult the consult the RFP.

This is the 4<sup>TH</sup> day of December 2023.

Rowan County



By: Jody Farrow-Bennett  
Rowan County Director of Purchasing  
and Contract Administration

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## **1. Section 1: Introduction & General Instructions**

### **1.1. Intent of Request for Proposal's**

The purpose and intent of this Request for Proposal (RFP) is to contract for Fleet Management Consulting Services. The following documents make up this Request for proposal:

- a. This Document
- b. Scope of Work
- c. Bidder Information Sheet
- d. Bid Response Form

### **1.2. Important Dates**

- |  |  |
|--|--|
| 1.2.1. Issue Date:                     | Monday, December 4, 2023                   |
| 1.2.2. Deadline for written questions: | Thursday, December 7, 2023, at 5:00 PM ET  |
| 1.2.3. Deadline for Submitting Bids:   | Tuesday, December 12, 2023, at 10:00 AM ET |

## **2. Section 2: Proposal Submission**

### **2.1. Submission of Proposal**

Bids must be presented on the **Proposal Response Form** attached to the specifications in a sealed envelope and mailed or delivered to:

Rowan County Purchasing Department  
Attn: Purchasing Department  
130 West Innes Street, Suite 31  
Salisbury, NC 28144

The package shall be sealed and plainly marked "**RFP 2024-020(a) Fleet Management Consulting Service**".

Bidders must submit one original sealed proposal.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any bid not properly addressed or identified.

This will be a public bid opening. Once bid is awarded all bidders will receive notification.

Sealed Bids are due on Tuesday, December 12, 2023, at 10:00 AM ET at 3:30 PM ET opening will be held in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Room 101, Salisbury, North Carolina. Failure to submit a Proposal by this deadline will disqualify the Bidder from consideration in this project.

### **2.2. Request for Clarification**

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this ITB. All questions or requests for clarification or additional information must be submitted in writing no later than 5:00 pm on Thursday, December 7, 2023. These written questions or requests must be submitted to Jody Farrow-Bennett, Purchasing Director, by mail or e-mail. Any questions the County feels are pertinent to all interested bidders will be delivered to all participating bidders as an addendum to this RFP. All addendums will be posted on the County website <https://www.rowancountync.gov/675/Purchasing> and it is the responsibility of the Bidder to check for any addendums. The addenda for clarification will be posted by 5pm Friday, December 8, 2023.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation, or conclusions of this ITB or any documents provided by the County, other than those given in writing by the County, through the issuance of an addenda. It is the full responsibility of the Bidder to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFP.

### **2.3. Errors and Omissions**

The Bidder shall not take advantage of any errors or omissions in this RFP and shall promptly notify the County of any omissions or errors found in this document.

### **2.4. Signed Bid Considered an Offer**

Receipt of a signed bid shall be considered an offer on the part of the Bidder. The terms, conditions, and specifications of this RFP will become part of the contract if the bid shall be deemed approved and accepted by the County. In the event of a default on the part of the Bidder after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

### **2.5. Insurance Coverage**

The Bidder shall not commence work under this contract until all insurance required under this section has been obtained. The Bidder shall not allow any subcontractor to commence on work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the Bidder agrees that once awarded and during the term of this contract, the Bidder, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Bidder shall provide and maintain the following coverage and limits:

#### **2.5.1. WORKER'S COMPENSATION**

Worker's compensation insurance as required by North Carolina law to cover all the Provider's employees engaged in any work under the Agreement. Workers' Compensation in the minimum amount of \$500,000 employer's liability. A Certificate of Insurance shall be issued confirming the above coverage. The Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

#### **2.5.2. COMPREHENSIVE GENERAL LIABILITY**

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than \$500,000 per occurrence / \$1,000,000 aggregate. This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance and **name the County as an additional insured.**

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

#### **2.5.3. COMPREHENSIVE AUTOMOBILE LIABILITY**

The Contractor shall maintain Comprehensive Automobile Liability covering all owned, hired, and non-owned vehicles used in connection with this Agreement. The minimum combined single limit shall be \$1,000,000 for bodily injury and property damage; and \$1,000,000 uninsured/underinsured motorist coverage. A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a

clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

Any exceptions must be agreed upon by the County.

## **2.6. Conflict of Interest**

All Bidders must disclose in writing with their bid the name of any owner, officer, director, or agent who is also an employee of the County. All Bidders must also disclose in writing with their bid the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or subsidiaries. By submitting a bid, the Bidder certifies that there is no relationship between the Bidder and any person or entity which is, or gives the appearance of, a conflict of interest related to this ITB or project.

## **3. Section 3: Evaluation of Bids**

### **3.1. Award Criteria**

Price will be a major consideration in the County's evaluation criteria, but it will not be the only determining factor in our evaluation. The proposals will be evaluated on a "best overall value" basis including, but not limited to, pricing, experience, references, quality, performance, and the Firms' ability to adhere to all conditions and requirements of the specifications outlined in this RFP. The Firm's ability to provide a team of skilled, trained employees, and the Firm's experience with similar projects will also be considered in the County's evaluation of the proposals submitted.

Evaluation criteria (1-5 scale)

- a. 50% Cost
- b. 25% Response and Credentials
- c. 25% References (Local/NC)

The contract term will be for one (1) year and be subject to renewal for an additional one (1) year terms based on the County's satisfaction of workmanship and responsiveness; up to five (5) consecutive year terms in total.

### **3.2. Pricing**

Submission of any bid signifies the Bidder's agreement that its bid and the contents thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the County and the successful Bidder. All prices submitted with the bid shall remain in effect for the ninety (90) day period.

### **3.3. Required Information**

The following information must be included in the bid:

- 3.4.1. Applicable licensure with North Carolina. (Bidder Information Sheet)
- 3.4.2. Bids to be in the form of a proposed contract signed by the bidder. (Bid Response Form)
- 3.4.3. Proposed days to complete (Bid Response Form)

## **4. Section 4: Agreement & General Conditions**

### **4.1. Timeline to Execute Contract**

As time is of the essence, the Bidder is required to begin and/or commence the work to be performed under this contract within the time specified on the Bid Form. Failure by the Bidder to begin and/or complete the work within the contract time shall be assessed a penalty for each day of overrun. The Bidder hereby agrees to execute this contract and that said charges are considered a just and reasonable compensation to the County and said charges shall be deducted from payment.

**4.2. Availability of Funds**

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this ITB.

**4.3. Non-Discrimination**

The Bidder shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, or disability.

**4.4. Collusive Bidding**

The Bidder's signature on the Bid Form is a guarantee the prices quoted have been arrived at without collusion with other eligible Bidder(s) and without effort to preclude the County from obtaining the lowest possible competitive price.

**4.5. General Indemnity**

The Bidder shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Bidder (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Bidder pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Bidder. As an integral part of this contract, the Bidder agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

**4.6. Assignment**

The successful Bidder shall be the prime Contractor and shall be solely responsible for all contractual performance. The Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of its agreements with the County, or its rights, title or interests herein, or its power to execute such agreement, to any other person, company or corporation without the previous written consent and approval of the County.

**4.7. References**

The Bidder shall provide references of "like" customers the date, product(s) and services provided each business reference. The Bidder shall include in the reference information name, address, contact person(s), telephone number(s), e-mail address and any other information that may be deemed important and that will assist the County personnel in contacting the Bidder's references. The County may request additional evidence of the Bidder's experience, qualifications, ability, products, service facilities and financial standing for which the Bidder shall be prepared to provide to the County, if required.

**4.8. Termination**

**4.9.1 Termination For Cause**

The County reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient cause to terminate this contract for cause. Should the County elect to terminate this contract for cause, the County will notify the Contractor in writing and shall specify the cause for termination

and the date that such termination shall be effective. Immediate dismissals may be executed if deemed necessary by the County.

If the Contractor:

1. Fails to begin the work under the contract within the time specified.
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to ensure the prompt completion of the work.
3. Performs the work unsuitably.
4. Discontinues the prosecution of the work.
5. Becomes insolvent, declares bankruptcy, commits any act of bankruptcy, allows any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors.
6. Shall not carry on the work in an acceptable manner from any other cause whatsoever.

The County shall give notice in writing to the Contractor of such delay, neglect, or default, specifying the same.

If the Contractor, within a period of ten (10) days after such notice, shall not proceed in accordance therewith, then the County shall, upon written certification of the fact of such delay, neglect or default, and the Contractor's failure to comply with such notice, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor, to appropriate or use any or all materials and equipment on the grounds as may be suitable and acceptable, and may enter into an agreement for the completion of the contract according to the terms and provisions thereof, or use such other methods as, in its opinion, shall be required for the completion of this contract in an acceptable manner.

All costs and charges incurred by the County, together with the costs of completing the work under the contract, shall be deducted from any monies due or which may become due to the Contractor. In case the expense so incurred by the County shall be less than the sum which would have been payable under the contract, if the contract had been completed by the Contractor, then the Contractor shall be entitled to receive the difference, and in case such expense shall exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the County the amount of said excess.

#### **4.9.2 Termination for Convenience**

If the County shall determine that it is in the County's best interest, the County shall notify the Bidder to terminate the work within seven (7) days. In such event, the Bidder shall be entitled to compensation for all work properly executed and any expenses incurred in terminating the contract and vacating the County work site.

No claim shall be made by the Bidder for any loss of anticipated profits because of any alteration, change or termination, or by reason of any variation between the approximate quantities and the quantity of work as done.



### **SCOPE OF WORK**

Rowan County is requesting proposals to provide the necessary tools, labor, and supervision to perform an audit of the County's current fleet management service. Proposals will conduct an in-depth operational assessment and verify needs and make recommendations for the following:

### **PROJECT UNDERSTANDING**

Rowan County has outsourced fleet maintenance to Vector for over a year. Firm will perform an audit of the contract and services provided. This audit will encompass reviewing data, onsite visits, and preparing an audit report of the maintenance Vector has provided.

### **WORKPLAN**

To assist in the auditing/ monitoring and support of the outsourced maintenance, the following tasks are to be complete during this:

1. Reviewing maintenance records for completeness
2. Reviewing summary reports
3. Evaluating timeliness of repairs
4. Reviewing PM compliance
5. Evaluating actual cost vs contract charges
6. Reviewing invoices (Target vs non-Target)
7. Spot checking repair records for reasonability checks
8. Onsite visit - to look at Vector (contractor operations).
9. Onsite visit - to have a focus group session with large users.
10. Evaluate parts room and parts availability of the shop.
11. Prepare an Audit report.
12. Creating list of recommended vehicles to replace for the upcoming budget.
13. Creating future suggested budget for vehicle replacement (next 10 Years).
14. Reviewing fleet policies and procedures
15. Review replacement, utilization, technology, etc.
16. Prepare an estimate for bringing in house software, manager, technicians, parts, training etc.)
17. Evaluate the potential use of intergovernmental agreements to preform maintenance if needed (Possibly Salisbury).
18. Surveying customers (departments) for satisfaction (Google Survey, Survey Monkey, Email, etc.)
19. Prepare an Audit/Project presentation.

**Note:** Excel spreadsheets and documents created during the project will be made available to Rowan County for reference and future use.

### **PROJECT SCHEDULE**

Initial Project is expected to be completed within 2 months of contract award date.

**ALTERNATE 1**

The Selected Firm shall provide specification development services to the County in this phase, to define the industry best practices and requirements for fleet services and/or functional requirements needed within the current system; the Consultant shall work with the County to incorporate these specifications into a comprehensive Request for Proposal (RFP) document. This phase would take place prior to end of the current fleet management contract, as the county must have no lapse in service.

**Objectives may include:**

- Define standardized industry best practices & requirements.
- Collaborate with the County to create a Request for Proposal (RFP) and respond to respondent inquiries.
- Develop necessary weighting and adjustment factors to ensure bottom line cost apply to comparable services. Cost analysis shall include initial, total implementation and long-term maintenance and support cost.
- Assist County in Reviewing bid submittals including evaluations and scoring matrix.
- Assist County with Interview and selection process of vendors, issuing final recommendations.
- Develop a list of specifications or assist to create a standard fleet service contract for the County.

**BIDDER INFORMATION SHEET**

- 1. COMPANY NAME \_\_\_\_\_
- 2. OWNER OF COMPANY \_\_\_\_\_
- 3. NUMBER OF YEARS IN BUSINESS \_\_\_\_\_
- 4. NUMBER OF PERSONS EMPLOYED ON REGULAR BASIS \_\_\_\_\_
- 5. WHO WILL BE THE COUNTY'S CONTACT PERSON IN THE EVENT YOUR FIRM IS AWARDED THE CONTRACT.

CONTACT \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

- 6. PLEASE LIST TWO (2) REFERENCES OF BUSINESSES (NOT HOMES) FOR WHICH YOU HAVE PROVIDED THIS KIND OF SERVICES. PREFER ONE FROM A MUNICIPALITY, COUNTY GOVERNMENT OR PUBLIC AGENCY, SUCH AS SOIL AND WATER CONSERVATION.

**REFERENCE NO. 1**

NAME & TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NATURE OF ASSOCIATION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**REFERENCE NO. 2**

NAME & TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NATURE OF ASSOCIATION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPOSAL RESPONSE FORM**

The undersigned proposes and agrees that if this bid is accepted to contract with Rowan County, North Carolina for the furnishing of all equipment and labor necessary to complete the scope of work described in the Request for Bids documents in full and complete accordance with specifications and contract documents, and to the full and entire satisfaction of Rowan County, North Carolina for the prices provided below. Pursuant to the provisions of NC G.S. 143-54 under penalty of perjury, the signer of the bid certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or North Carolina antitrust laws.

The following addenda are acknowledged: \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_

Proposed days to Complete: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
FEDERAL ID#

\_\_\_\_\_  
CONTRACTOR LICENSE ID#

\_\_\_\_\_  
STREET ADDRESS                                  PO BOX                                  CITY                                  STATE                                  ZIP

\_\_\_\_\_  
TELEPHONE #

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATORY'S NAME (printed)

\_\_\_\_\_  
SIGNATORY'S TITLE (printed)

Rowan County is seeking a fixed cost for the items listed above; to be billed per task with submitted invoice, Net 30.

**Initial Audit**     \$ \_\_\_\_\_

**Alternate 1**     \$ \_\_\_\_\_