



## **County Of Siskiyou**

### **Request for Proposals (RFP)**

**RFP # CAO 22-03**

**for**

### **Automotive Tire Pool**

**Proposals may be mailed, delivered, or emailed to:**

**Anna Hendricks**

Management Analyst

County Administrator's Office

1312 Fairlane Road

Yreka, California 96097

Email: [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us)

**Proposals Due by:**

**November 8, 2021**

**4PM**

# **County of Siskiyou Request for Proposals for Automotive Tire Pool**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

## **Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
October 25, 2021	Release of Request for Proposals (RFP)
November 3, 2021	Deadline to Submit Questions
November 8, 2021	Submission of Proposals due by 4:00 PM
November 9-11, 2021	Review of Proposals
November 12, 2021	Notification of Final Selection
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

## **1.0 Preface**

Siskiyou County is located in northernmost part of California bordering Oregon to the north and Shasta County to the south. The County's automotive fleet expands over several different departments across the County (such as law enforcement, public works, and Health & Human Services) and totals approximately 370 vehicles, although this number is expected to decrease over time as the County's fleet system is revitalized and streamlined. These vehicles include trailers, sedans, light truck/SUVs, 4X4 trucks, cargo vans, heavy equipment, and ATV/UTV. This Request for Proposal (RFP) announces the intent of the County of Siskiyou to solicit proposals for future procurement of various automotive tires, brakes, and other related automotive services.

It is the intent of the County of Siskiyou to develop a pool of vendors and services provided which departments within the County can select from to meet the needs of their automotive fleets and to provide departments with an option of reputable vendors who offer competitive prices, availability, and quality.

## **2.0 Scope of Work**

The services the successful Proposer will be expected to provide include but are not limited to:

- Pricing sheet for various tires;
- Breakdown of costs for brake services;
- Roadside assistance cost and response time (if available);
- Breakdown of costs for other services offered;
- Typical tire delivery/availability timeframe;
- Typical service appointment wait time;
- Discounts that may apply;
- Warranty on products and services.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

## **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

## **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

## **3. Company Profile**

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

## **4. Approach:**

- a. Provide a description of the methodology developed to perform all required services and your response to the scope of work as referenced above.

## **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

## **6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## **4.0 Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

## 5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the County of Siskiyou Administration Office, 1312 Fairlane Road, Yreka, CA 96097 on or before November 8, 2021 at 4PM (ATTN:Anna Hendricks, Management Analyst). Please note "RFP # CAO 22-03" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka, CA 96097 and postmarked by November 8, 2021 at 4PM. Please note "RFP # CAO 22-03" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Anna Hendricks at [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us) and must be received by November 8, 2021 at 4PM. Please include "RFP # CAO 22-03" in subject line.

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Anna Hendricks by email, [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us).

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.

- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **6.0 Attachments**

Attachment A – Vendor Certification Form

Attachment B – Proposal Submission Form

Attachment C – Local Preference Statement